



TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM

TRACS Release 202C Industry Specifications

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Prepared by:

TRACS Development Team U.S. Department of Housing and Urban Development 451 Seventh St., S.W. Washington, DC 20410-0050

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Chapter 1: Introduction

1.1 Background

In 2003, HUD published a revised version of *HUD Handbook 4350.3; Occupancy Requirements of Subsidized Multifamily Housing Programs*, and OMB mandated reporting changes to Ethnicity and Race categories. HUD's multifamily housing business partners are required to demonstrate compliance with these requirements through the data they submit to HUD by way of TRACS. The requirements in this document modify TRACS to permit HUD's business partners to comply with the regulations, and to enable TRACS to validate the submitted data within the limits of the legacy data model.

TRACS' tenant certification process modifications include new, modified and activated data elements that enable HUD's Business Partners to submit, and enable TRACS to verify, certification transactions in a manner more consistent with the HUD 4350.3 REV-1. The revised HUD 4350.3 REV-1 also modifies existing algorithms for how tenant rent and assistance is calculated for certain tenant categories and subsidy types. Additions to existing logic will increase the accuracy of certification validation and enhance the integrity of the TRACS Tenant database.

Compliance with the OMB race and ethnicity categories requires a significant change to TRACS Tenant Batch System, the Tenant data model, the Data Mart, and the way users of TRACS data access and interpret the race and ethnicity data for the reports they produce. Race and Ethnicity, formerly associated with the head of the household, is now reported by family member. Where the head of household formerly selected one from a list of four race categories, now each household member selects all that apply from six race categories.

Expanded Termination and Move-out codes will enable more accurate reporting of the cause of the action. A facility will be added that will enable tracking those tenants who do not meet their rent obligations on move out.

Voucher Batch and the Special Claim Approval Systems will be modified to identify and reject invalid special claim submissions.

Implementation of TRACS Release 2.0.2.C will require a three-month, minimum, transition period during which TRACS will receive data under both the Release 2.0.1.B and Release 2.0.2.C formats, and users of the TRACS Tenant database will require a consistent place to look for race and ethnicity data. System modifications will be required to facilitate the Release transition, and database table conversions will be required to provide a stable platform for continued operations.

1.2 Using this document

This document consists of two parts: (a) The front-end narrative of the Industry Specifications, and (b), five attachments intended for the next MAT guide which are summarized as follows:

Attachments - MAT Guide Sections

Section #	Title	Change Identification	
Chapter 4	TRACS Operating Tips	Complete rewrite (no change bars)	
Chapter 5	MAT Tenant System Record	Change bars in left margin	
	Formats & Definitions		
Chapter 6	TRACS MAT	Change bars in left margin	
	Voucher/Payment System		
	Record Formats &		
	Definitions		
Appendix H	Calculation Guidance	New section (no change bars)	
Appendix I	MAT15 Address Record	New section (no change bars)	
	Specification		

Chapter 2: Design Considerations

2.1 System Description

Multifamily Housing (MFH) business partners are required to comply with HUD rules and regulations as published in the HUD Handbook 4350.3 REV-1. These rules include a requirement that the MFH business partners demonstrate their compliance by submitting tenant and voucher data to TRACS where the data is validated and used to condition the monthly assistance payments. Consequently, it is imperative that TRACS also comply with the rules and regulations published in the HUD Handbook 4350.3 REV-1. If the MFH business partners are in compliance, but TRACS is not in compliance, correct tenant and voucher transactions submitted by the MFH business partners may be disallowed by TRACS resulting in delayed payments and incomplete data in the TRACS database. This *Tenant/Voucher 4350.3 Upgrade* is needed enable TRACS to accept HUD 4350.3 –REV-1 compliant data from the MFH business partners.

Tenant/Voucher 4350.3 Upgrade, Phase I is required to permit TRACS to comply with the most significant HUD 4350.3 REV-1 requirements and the OMB mandated requirements. Phase I also includes provisions enabling TRACS to accept compliant data from MFH business partners that TRACS will not be able to validate until a later release. The TRACS Release 2.0.2.C Industry Specification defines the requirements for data that the MFH business partners are to submit to TRACS and that TRACS is to validate or accept as submitted. The following system functions are included in Phase I.

2.2 OMB Compliant Race and Ethnicity Categories:

Prior to the OMB mandate to modify the definition of race and ethnicity categories, MFH collected race and ethnicity at the household level based upon the race and ethnicity claimed by the head of household. The OMB mandated changes modify the descriptions of the race and ethnicity categories, increase the number of race categories, and shift the race and ethnicity association from the household to the individual members. In addition, the members can select all race categories that apply, instead of being forced to select a single race category as has been the case in the past.

This is a significant system change for TRACS. It will also affect those who access Tenant data using their own programs or queries and require race and ethnicity data. Both users of the TRACS Tenant database and users of the Tenant Data Mart will be affected.

2.3 Non-citizen Rule Modifications

HUD 4350.3 REV-1 changes the assistance provided to families whose eligibility has not been verified. Previously, families whose assistance had not been verified received full assistance until

the eligibility status for each family member had been determined. HUD 4350.3 REV-1 changes this. Under HUD 4350.3 REV-1, families whose eligibility has not been verified receive prorated assistance. An additional Member Eligibility Code is required to differentiate between members who have submitted their documentation, but have not been verified and those who haven't submitted their documentation are counted as eligible for proration. Those who haven't submitted their documentation are counted as ineligible.

The change from full assistance to prorated assistance for families whose eligibility has not been verified requires a change to the way assistance is calculated for families with the Temporary Deferral of Termination status. The HUD 4350.3 REV-1 specifies that families in this status will continue to receive the level of assistance they received before entering this status. Previously, families in the Temporary Deferral of Termination status received full assistance. Now, these families can receive either full or prorated assistance based upon what they had been receiving. An additional Household Assistance Status code is needed to distinguish between the Temporary Deferral of Termination families receiving full assistance and those receiving prorated assistance.

Families can be in the Temporary Deferral of Termination status for a maximum of 18-months. TRACS will be enforcing this limit. Families do not start with a Temporary Deferral of Termination status when their Move In (MI) or Initial Certification (IC) is submitted. They receive their Temporary Deferral of Termination status when their eligibility has been verified. If the family is found to be ineligible, and they are given the Temporary Deferral of Termination Status, it is likely to be with an Interim Recertification (IR). Since the initial term for a Temporary Deferral of Termination is six-months, and it can be extended for two additional six-month periods, IRs and Annual Recertifications (AR) are the only legitimate certification types for the Temporary Deferral of Termination, Household Assistance Status Code. These IRs and ARs should have a next recertification date no more than six-months from the certification effective date. TRACS will not accept a Temporary Deferral of Termination IR or AR that would extend the status period beyond a total of 18-months.

The Continued Assistance status enables qualified mixed families who were resident in the project on June 19, 1995 to continue receiving full assistance. If the number of family members should increase, the family loses this status and may revert to Prorated status. TRACS has not enforced these limitations in the past, but they will be enforced in Release 2.0.2.C. A MI or IC submitted with a certification effective date greater than June 19, 1995 using the Continued Assistance status code will be rejected by TRACS. An IR or AR received for a Continued Assistance family will be rejected if the number of family members is greater than the number of family members in the previous certification for this family.

2.4 Transaction Type Changes

The CR and CS Transaction Types have been dropped. Any conversions from RAP or Rent Supplement to Section 8 should be handled with a TE/IC pair of records.

2.5 Anticipated Children Acknowledged

Anticipated children have not been acknowledged by TRACS, but they do count for income limit and unit size determination. TRACS Release 2.0.2.C will accept counts of anticipated children in three categories:

Family Addition Adoption: Counts for income limits and unit size.

Family Addition Pregnancy: Counts for income limits and unit size.

Family Addition Foster Child: Counts for unit size.

When these anticipated children become a reality and move into the unit, an IR is required including the child as a family member.

2.6 Shared Custody Dependents:

Dependents in shared custody arrangements can affect the dependent allowance, child care allowance and unit size, but previously TRACS had no way to account for this dependent unless the dependent was counted as a family member. With the addition of a new Special Status Code in Release 2.0.2.C, TRACS will be able to properly account for dependents in a shared custody arrangement.

- Dependents with a Special Status Code of "J", will receive a dependent allowance, and they will qualify for a childcare allowance. They also count for determining income limits and unit size if they are present 50% or more of the time.
- Dependents with a Special Status Code of "C", will not receive a dependent allowance, but they can qualify for a childcare allowance. They also count for determining income limits and unit size if they are present 50% or more of the time.

2.7 Income Limit Reporting:

TRACS accepts reported income limits for Low Income, Very Low Income, and Extremely Low Income, but it doesn't enforce reporting income limits for all subsidy types. With Release 2.0.2.C, TRACS will require income limit reporting for all subsidy types.

- Low Income Limit: Section 8, Rent supplement, RAP, Section 236, BMIR, 202/162 PAC, and 202 & 811 PRAC signed in 1995.
- Very Low Income Limit: Section 8, 202/162 PAC and 202 & 811 PRAC. The limit submitted is the Section 8 Very Low Income Limit.
- Extremely Low Income Limit: Section 8 only.

2.8 Waiver Type Code Implementation:

This new code implemented with Release 2.0.2.C grants eligibility waivers on MIs or ICs for tenants that would not otherwise be eligible. For example, there are conditions under which a field office can grant a waiver permitting an owner to accept a non-elderly person in a 202-PRAC. Currently TRACS does not recognize this type of waiver resulting in unwarranted rejections or discrepancies.

2.9 Do Not Check Eligibility Flag Added:

There are occasions when edits unique to MI and IC certifications should not be performed. A Do Not Check Eligibility flag has been added in Release 2.0.2.C to identify these MI or IC certifications.

2.10 Police/Security Minimum Rent:

HUD 4350.3 REV-1 has changed the way that minimum rent for a police or security tenant is determined. Previously, the Total Tenant Payment (TTP) had to be at least 50% of contract rent. Under Release 2.0.2.C, there is a different algorithm for determining the TTP.

- Calculate the Annual Income and TTP using the standard Section 8 algorithm.
- If the contract is Pre-1981 compare the Annual Income to the Low Income Limit Amount.
- If the contract is Post-1981 compare the Annual Income to the Very Low Income Amount.
- If the Annual Income is greater than the income limit amount to which it was compared, the correct TTP is the greater of the TRACS calculated TTP (rounded to a whole number) and the TTP submitted in the MAT10, Section 2.
- If the Annual Income is not greater than the income limit amount to which it was compared, the police/security tenant qualifies for normal Section 8.

2.11 Modify Voucher Date Edit:

Voucher Date has been a mandatory data element for all TRACS Tenant transactions since the original Voucher System was implemented. Section 236 and BMIR projects do not submit vouchers, so a date had to be made up for these transactions to pass the TRACS edit. With Release 2.0.2.C, the Voucher Date Edit will be revised. Voucher Date will be required for all subsidy types except Market Rent, Section 236 and BMIR. It should be blank for Market Rent, Section 236 and BMIR transactions.

2.12 MAT 10 Unit Transfer Code Expanded:

In the past the Unit Transfer Code in a MAT 10 certification record has acted like a Yes/No switch. The certification was either precipitated by a Unit Transfer, or it wasn't. TRACS Release 2.0.2.C has expanded the valid codes for a MAT10, Unit transfer. When combined with the new termination and move-out codes, the expanded Unit Transfer Codes enables TRACS to tighten the edits on a MAT10 Unit Transfer to make sure that the previous transaction for the tenant was the appropriate termination or move-out transaction.

2.13 Secondary Subsidy Type Code Expanded:

Currently this field has been used to convey to TRACS the fact that a Section 8, RAP or Rent Supplement contract is for a Section 236 project. This information is used to condition the calculation of prorated assistance for these subsidy types. There have been many occasions when it would have been advantageous for users of TRACS data to know if a deeper subsidy was being paid to a Section 236 or BMIR project. Starting with Release 2.0.2.C, this code will be used to identify both Section 236 and BMIR projects that also have a deeper subsidy. The proration algorithm will still use the Section 236 code, but the field can be populated for all certifications in Section 236 or BMIR projects that qualify for a deeper subsidy.

2.14 Tenant Unable To Sign Indicator Changed to Extenuating Circumstances Code:

The Tenant Unable to Sign Indicator has been a Yes/No switch covering a single extenuating circumstance. Starting with Release 2.0.2.C, this MAT Field is being changed to Extenuating Circumstances Code. Tenant Unable to Sign is one of the codes, and the only code that permits a blank Tenant Signed Date, but the other codes also identify circumstances that enable acceptance of a late certification without penalty.

2.15 Activate the SSN Benefits Claim Number:

The SSN Benefits Claim Number has been a "future field" in the MAT Income Record for some time. It will be activated for Release 2.0.2.C to more clearly identify those persons receiving Social Security benefits through someone else's Social Security Account. In some cases these people are using the SSN of their benefactor instead of their own. The SSN Benefits Claim number will have to be expanded form a nine-position field to a 10-position field to accommodate the alphanumeric suffix.

2.16 Date Divested Activated:

Date Divested has been a "future field" in the Asset Record. Activating this field will enable TRACS to more accurately validate Imputed Asset values. An Imputed Asset will be required to include the Date Divested. If the certification effective date is greater than two-years after the Date Divested, the imputed asset value cannot be used in total asset income.

2.17 Additional Certification Edits:

Edits will be added to Release 2.0.2.C to limit the number of conspicuously invalid certifications added to the Tenant database and to identify certifications with invalid amounts that currently aren't being caught. These edits include:

- Reject certifications submitted with a negative or zero Assistance Payment Amount for subsidy types other than PRACs. PRACs can have negative or zero assistance amounts.
- Reject certifications submitted with a TTP that is greater than the Gross Rent for Section 8, RAP or PAC contracts.

- Reject ARs if the day in the Transaction Effective Date is anything other than "01".
- Reject ARs submitted with a Move-In Date greater than the Transaction Effective Date.

2.18 Certifications for Market Rate Tenants:

Beginning with the implementation of TRACS Version 2.0.2.C owners should submit certification records for market rate tenants. The rationale for this requirement is as follows:

- Allows for formal tracking of handbook requirements in paragraph 3-8.B limiting the percentage of market rate tenants in certain properties.
- Allows for market tenants to be moved out thereby preventing records for terminated tenants from remaining in TRACS permanently. This alone will help to keep the TRACS database cleaner and more accurate.
- If CAs are given access to the Subsidy Type 0 tenants for properties they are associated with, this would allow them to verify move-outs for previously subsidized tenants.
- Allows for better checking for tenants who have more than one residence.

The following transaction types should be submitted to TRACS: MI, IC, UT, GR, TE, MO. A GR certification is only required for Section 236 tenants to help in monitoring Excess Income reporting. There is no requirement for recertifications for market tenants with the exception that information related to changes in household composition should be sent as either an AR or IR.

All market certifications should be reported as Subsidy Type 0. This includes Section 236 and BMIR market rate tenants as well as any tenant not receiving subsidy (\$0 subsidy tenants) for Section 8, Rap, Rent Supplement, and Section 202 PAC. Since PRAC tenants may pay a rent greater than contract rent, there are no market renters for PRAC subsidy types.

No income or asset records should be submitted for a market tenant and there are no adjustments to income. If incomes and assets are submitted, they will be ignored. By definition a market tenant's tenant rent is the market rent. The rent is not conditional on any other information submitted as part of the certification. A record should be submitted for each household member.

See Chapter 4 of the MAT Guide for information on termination and initial certifications in relation to market tenants.

2.19 Required submission of Social Security Numbers:

Under 2.0.2.C, all household members 6 or older (with the exception of those with relationship codes F and L) must have a Social Security Number. TRACS will fatal a move-in or initial certification that does not meet this requirement. Any recertifications submitted without this information will also be rejected. Market certifications (Subsidy Type 0) are exempt from these edits. However SSN's should be submitted where they are known.

TRACS is currently investigating whether there will need to be an exception for ineligible noncitizens.

2.20 Eligibility determination for remaining family members:

TRACS will issue discrepancy messages in the following situations:

For Section 811 PRAC or 202 PAC: issue a discrepancy message if no household member has a Handicap special status code and neither the survivor indicator = Yes nor the eligibility waiver field is filled.

For Section 202 PRAC: issue a discrepancy message if no household member has an Elderly special status code (or is not elderly) and neither the survivor indicator = Yes nor the eligibility waiver field is filled.

For Section 202/8: issue a discrepancy message if no household member has an Elderly or Handicap special status code (or is not elderly) and neither the survivor indicator = Yes nor the eligibility waiver field is filled.

These messages will serve to put the owner on notice that there may be a problem and will be useful to target situations to look at in management reviews.

For 2.0.2.C the survivor indicator field should be set to Yes only if the qualifying member is deceased.

2.21 Header Record (TENHR & VCHHR) Record Changes

Release 2.0.2.C submissions will have one field dropped from the header records and one field added. Sender's Telecom Address will be dropped because TRACS doesn't use it. TRACS obtains the Sender's address from TRACSMail. An Elderly Program indicator will be added to the header records to identify the project as an elderly project. This will facilitate identifying these projects within TRACS. The elderly project field will be added to the certification and voucher data maintained in TRACS.

2.22 Name Fields Changed from Mandatory On Condition to Mandatory:

Currently, TRACS doesn't require the First and Last Names and Date of Birth in Address, Move-Out, Termination, Unit Transfer or Gross Rent Change Transactions if the SSN or the TRACS "T-id" is submitted. Although this works for TRACS, it complicates validation and research activities for owners and CAs. TRACS has been requested to make these fields mandatory on submissions. Other than enforcing these fields to be populated on input, this change has no affect on the Tenant or Voucher Batch Systems. The Address submission will require the names and birth date as long as the Head of Household Id is other than blank.

2.23 Tracking Tenants Who Do Not Meet Their Rent Obligations on Move-Out:

The move-out codes have been expanded to provide a more specific explanation of the conditions surrounding the move-out. These codes can be used to create a data source for tracking tenants who move out without paying the rent that they owe. This change includes activating Move-Out Code #5 – Unit Transfer between two projects.

2.24 Move-Out Transactions for Tenants With HQ Move-Outs:

TRACS issues a HQ Move-Out for the previous project when a move-in transaction is processed placing a tenant, currently receiving subsidy, into a different project. TRACS accepts move-out transactions from the previous project after HQ Move-Outs have been issued, provided that, the move-out effective date is less than or equal to the HQ Move-Out date. TRACS rejects the move-out transaction if the effective date is greater than the HQ Move-Out date. Effective with the implementation of Release 2.0.2.C, TRACS will accept move-out transactions with an effective date greater than the HQ move-out date. Informational messages will be sent to both the previous and the current project confirming the date the tenant officially moved out of the previous project. It will be necessary for the current project to submit a correction to the MI certification with a transaction effective date equal to the revised subsidy start date.

2.25 Termination of Assistance Codes Expanded:

The termination codes have been expanded to remove some ambiguity and more narrowly define the reason for the termination of assistance. The HQ Termination date has been specifically defined, and a CA issued termination has been added for Release 2.0.2.C.

Prior to Release 2.0.2.C, HQ Terminations were given the system date on the day of the monthly TRACS run that identified those certifications that were still active three months after their next recertification date. This has created confusion within the Industry. With the implementation of Release 2.0.2.C, HQ Terminations will have an effective date equal to the next recertification date minus one day. An annual recertification with an appropriate code in the Extenuating Circumstances Indicator will be allowed to supersede the HQ Termination with a date equal to the next recertification date. If there is no extenuating circumstance, TRACS will expect an IC with a transaction effective date at least one month after the next recertification date in the certification occurrence receiving the HQ Termination. A move-out transaction will be permitted to supersede a HQ Termination.

A CA Termination will be permitted with Release 2.0.2.C. The CA Termination will be treated by TRACS like a HQ Termination. The major difference is that the CAs can issue their termination as soon as the recertification is past the next recertification date. A CA issuing a CA termination will have an obligation to notify both the owner of the contract affected and TRACS.

2.26 MAT 70 Unit Transfer Edit Modification:

Prior to introducing the Transaction Code in Release 2.0.1.B, TRACS used 9s in the New Contract Rent to identify a Unit Transfer. This edit is no longer required, and has the potential for producing unexpected results. TRACS will not accept 9's in the New Contract Rent field starting with Release 2.0.2.C submissions. In addition all rent and subsidy related fields should be filled unconditionally where applicable.

2.27 CA Related Edits For Voucher:

There is still confusion within the Industry concerning the rules for identifying when the CA Id should be submitted to TRACS with a voucher transaction. There are two controlling events affecting when a voucher can be accepted from a CA and when a voucher payment is paid to the CA.

The first event is marked by the date the contract is assigned to the CA. This date is conveyed to TRACS through a file provided monthly by MFH. Starting with the date the contract is assigned to the CA, the CA Id must be submitted with the voucher transactions sent to TRACS from the CA. This includes vouchers for periods that pre-date the date the contract was assigned to the CA. Vouchers that pre-date the contract assignment date will be accepted by TRACS without a CA Id when submitted by the O/A.

The second event is marked by the date the CA is to start receiving the payment for the voucher. This Payment Start Date is approved by the CAOM and entered into LOCCS. It is conveyed to TRACS via the nightly voucher response file returned to TRACS as part of the voucher processing procedure. Vouchers submitted for periods on or after the Payment Start Date must be submitted with the CA Id. Vouchers submitted for periods prior to the Payment Start Date will be paid to the O/A.

TRACS will be modified to ensure that these rules are followed.

2.28 Add Compliance Messages to Voucher Processing:

When the compliance percentage for a contract, as evidenced by tenant certifications, falls below the threshold established by MFH, the voucher for that contract is held pending until the compliance percentage reaches or exceeds the threshold. Although the compliance percentage is available to O/As with Internet access, those without Internet access are in the dark unless TRACS sends them a message. Vouchers submitted under Release 2.0.2.C will have expanded messaging to keep users advised of their status.

 TRACS always sends an acknowledgement to whoever sent the voucher to TRACS. The compliance percentage will be added to the acknowledgement message when Release 2.0.2.C is implemented.

- Whenever the compliance percentage is recalculated for a contract with a pending voucher in TRACS, a message will be sent to whoever submitted the voucher advising them of the current percentage.
- Whenever a reviewer takes an action that changes the status of a voucher being held for a compliance percentage violation, a message will be sent to whoever submitted the voucher to TRACS.

2.29 Add Special Claim Edits

The Voucher Batch System and the Special Claim Approval System will be modified for Release 2.0.2.C, to reject Rent Supplement and RAP vouchers submitted with special claims. In addition, they will reject Rent-up Vacancy special claims or vouchers with Rent-up Vacancy special claims submitted for Section 8 Loan Management Set-Aside contracts.

2.30 Add field to hold the count of Number of Abated Units:

A new field #9 in the MAT30, Section 2 record (Number of Units Abated) has been inserted. Field numbers and positions have been adjusted starting with the old field 9 through field 16. Field positions after field 16 are unchanged

2.31 Drop the Low Income Units field

The old field #16 (Low Income Units) in the MAT30, Section 2 record has been dropped. It is not a field on the new youcher form.

2.32 Voucher Printing

We are awaiting more detailed guidance from Housing with respect to printing. In the meantime, the following can be assumed:

- Require printing in Landscape for Windows-based software with an exception for DOS-based software (to accommodate dot-matrix printing) to allow printing in portrait.
- Remove Signature line and disclaimer from all detail pages and ensure the voucher summary page disclaimer is inclusive of disclaimer from voucher detail page.
- Allow for the printing of more than six (6) lines for the voucher detail page.
- Add section-break totals and page totals to the detail pages.
- Allow the printing of the detail of the Miscellaneous Accounting Requests on the detail page of the voucher detail form.
- Permit printing of adjustments on the Voucher Detail Form.
- HUD to issue guidance for type/font size and printing specifications for the voucher forms.
- Allow for recording Traditional CA Administrative Fees with a Separate Fee contract and Voucher submission using the Miscellaneous Accounting Request record.

2.33 Definitions of Unit Counts on Voucher

TRACS will be modified to verify that 6a = the sum of 6b through 6e. All counts in items 6a-6e are assumed to be those that are true at the time the voucher is created.

General Occupancy Information:

- A. Total Units in Contract: Maximum number of residential spaces for which assistance may be claimed under the contract. If multiple occupancy is permitted, then the type of residential space qualifying for assistance—e.g., "beds"—must be specified in the assistance contract.
- B. Number of Units Receiving Subsidy Under the Contract: The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.
- C. Number of units abated under this contract: Residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g. due to natural disaster or health and safety reasons.
- D. Number of Units Vacant Under This Contract: The numbers of residential spaces in (6a.) that are no longer occupied.
- E. Number Occupied by Market Rate Tenants: The number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.

Chapter 3: MAT Guide Changes and Additions

3.1 Summary of Changes

In addition to updates to Chapters 5 and 6 detailing added and deleted fields along with updated field definitions and codes, Chapter 4, TRACS Operating Tips, has been revised and expanded to provide information on a variety of topics (See Attachment 1, of this document.)

A new Appendix H, Calculation Guidance, provides key calculation algorithms that all TRACS compliant software is expected to implement (See Attachment 4 of this document).

Finally, a new Appendix I, Address Record Specification, contains the original TRACS 2.0.1.A industry specification for the MAT15 record along with the changes introduced in TRACS Version 2.0.1.B (See Attachment 5 of this document). This information is being added both for historical reference and for its current value.

3.2 Details of MAT Format Changes

All fields in the MAT required to be filled with version "2.0.1.B" have been updated to "2.0.2.C".

3.3 MAT Tenant System Record Formats & Definitions

See Attachment 2 of this document for the proposed MAT Tenant formats (MAT Guide Chapter 5).

3.3.1 Modifications to TENHR Tenant Header Record

- Field 4 Definition updated.
- Field 6 OA-Defined Data -- Definition updated.
 - Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.

Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.

- Field 20 Definition updated.
- Field 21 Subsidy Type. Add Subsidy Type 0 Market and 6 Reserved. Subsidy Types will now include: 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9. Field definition updated.
- Field 23 Project Number. Definition updated to reflect new requirement to submit market certifications.
- Field 24 Definition updated.
- Field 28 Definition updated.
- Field 29 Definition updated.
- Field 30 Changed Field Name CA ID to "Contract Administrator (CA) ID". Definition updated.
- Field 31 Filler replaced Sender's Telecom Address Discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
- Field 33 Definition updated.
- Field 34 Definition updated.
 - Add Field 36 Elderly Type. Note Mandatory on Condition, Start Position 341, Field Length 3, Field Type Alphanumeric.
 - Valid Codes have been added to include:
 - 231 = the project is covered by Section 231. See Handbook paragraph 3-18.
 - 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or section 202 PRAC. See Handbook paragraph 3-19. Code this value if 202 is involved for any reason including projects for the disabled.
 - Otherwise leave blank.

3.3.2 Modifications to MAT10 Section 1: (Re) Certification Header Record

• Field 6 – Number of Family Records – Definition updated.

3.3.3 Modifications to MAT10 Section 2: Basic Record

• Field 3 - Changed Field Name Tenant Number to "Owner Generated Tenant ID Number (Optional)". Definition updated.

Note: If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.

- Field 4 Previous Head ID Definition updated. If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.
- Field 11 Transaction Effective Date Definition updated.
 - Enter the date the action in this transaction is to be effective.
 - Move-in Certification (MI): This is the date the tenant moved into this unit. See Field 11 of Handbook Appendix 10, Form HUD 52670A-Part 1.
 - Initial Certification (IC): This is the date the tenant began to receive the type of subsidy checked in TENHR field 21, Subsidy Type, of the 50059 data requirements.

- Annual Recertification (AR): This is the effective date of Annual Recertification. (See Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3.)
- PrevalidationTransaction (PV): [Future Value].
- Corrections to Existing Certifications (MAT10, Section 2, Fields 14 and 15 must be completed):
- For changes in TTP determine whether any change in the tenant's TTP is effective retroactively or prospectively, in accordance with paragraph 7-8 of the Handbook.

Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement.

- Field 13 Transaction Type Definition updated.
- Valid Codes*:

AR = Annual Recertification

IC = Initial Certification

IR = Interim Recertification

MI = Move In

(* See MAT Guide Chapter 4 – TRACS Operating Tips)

Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement.

TRACS will accept the CR and CS Transaction Types when correcting a certification effective prior to the 2.0.1.B to 2.0.2.C transition end date.

Note: Converted From Program Type - Note has been deleted.

- Field 14 Action Processed Code Definition updated.
- Field 16 Changed Field Name Effective Date of Certification Being Corrected to "Tenant Rent Change Date". Definition updated.
- Field 17 Previous Subsidy Definition updated. The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted. Fill for Initial Certifications only.

Space = No previous history in this project.

0 = Market Rent Tenants

1 = Section 8

2 = Rent Supplement

3 = RAP

4 = Section 236

- 5 = Section 221(d)(3) BMIR
- 7 = Section 202 PRAC (Capital Advance)
- 8 = Section 811 PRAC (Capital Advance)
- 9 = Section 202/162 PAC
- Field 21 Filler replaced Race Field Discontinued
- Field 22 Filler replaced Ethnicity Field Discontinued
- Field 26 Field Name Number of Family Members Definition updated.
 - Number of Members Whose Income and Circumstances are Considered in Determining Annual Income: Enter the number of family members who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: H,S,K, D, and O.

Note: Do not include the number of children anticipated due to adoption or pregnancy (field 80 and 81) in this total.

- Field 27 Field Name Number of Non-Family Members Definition updated.
 - Other Individuals whose Income and Circumstances are NOT considered in Determining Annual Income: Enter the number of individuals who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: F and L.
 - Income of these individuals is not considered in determining the family's Annual Income. These individuals do not qualify the family for adjustments to Annual Income, except that: Child care expenses for the care of a foster child (F) under age 13 may be considered.

Note: Do not include the number of Family Addition Foster Children (field 82) in this total.

Field 28 – Field Name Number of Dependents – Definition updated.

Enter the number of persons listed as "D" in Field 7 of the MAT10, Section 3 record (Relationship Code). Do not include dependents under the age of 18 who have a special status code of C.

- Field 29 Field Name Total Assets Definition updated.
- Field 30 Field Name Total Income from Assets -- Definition updated.
- Field 31 Field Name Reported Passbook Rate Percent Definition updated.
- Field 37 Field Name Non-Asset Income Definition updated.

Enter the sum of the values entered in MAT10, Section 4, Field 5, Amount, for all family members whose income is counted. This total should equal the sum of fields 33-36 above.

- Field 39 Field Name Annual Income Amount Definition updated.
 - Enter the sum of Non-Asset Income (Field 37) and Asset Income (Field #38).
- Field 40 Field Name Low Income Limit Amount Definition updated.
 - Zeros if not applicable.
 - Required for Section 8, Rent Supplement, RAP, Section 236, BMIR, 1995 202 & 811 PRACs, and 202/162 PACs.
 - Income limits are used to establish eligibility for move-ins, initial certifications, and Section 221(d)(3) BMIR recertification. Income limits must be entered for all families for statistical purposes. To determine which income limit applies to a particular family, use the number of family members shown in Field 26 plus the sum of field 80 (Family Addition Adoption) and field 81 (Family Addition Pregnancy).
 - Section 221(d)(3) BMIR Tenants. Enter the amount of the HUD-provided Section 221(d)(3) BMIR Income Limit. If Field 39 (Annual Income Amount) is greater than Field 40 (Low-Income Limit Amount) and this is a:
 - Move-in, the applicant may not be admitted to a Section 221(d)(3) BMIR unit (even if the tenant is willing to pay the market rent).
 - Recertification, the tenant must pay the Section 221(d)(3) BMIR market rent.
 - All Other Tenants. Enter the HUD-provided Section Low-Income Limit (which includes PAC).
 - If Field 39, Total Annual Income, is greater than Field 40, Low-Income Limit, and this is a move-in or an initial certification, see HUD Handbook 4350.3 to determine if the tenant can be admitted.
 - If HUD Handbook 4350.3 permits you to admit this tenant, the tenant must pay the market rent.
- Field 41 Very Low Income Limit Amount Definition updated.
 - Zeros if not applicable.
 - Complete for Section 8 units, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit
- Field 42 Extremely Low Income Limit Amount Definition updated.
 - Zeros if not applicable.
 - Required for: Section 8 only. Not used for other subsidies.
 - Enter the HUD-provided Section 8 Extremely Low-Income Limit
- Field 43 Eligibility Universe Code Definition updated.
 - Space = Not Section 8

- Complete for Section 8 units only. Enter:
 - [1] If the HAP contract for this unit was effective before 10/1/81.
 - [2] If the HAP contract for this unit was effective on or after 10/1/81.
- Field 44 Current Income Status Code Definition updated.
- Field 45 Section 8 Assistance 1984 Indicator Definition updated.
- Field 46 Income Exception Code Definition updated.
 - Spaces = no exceptions or not applicable
 - Complete this field if the family met the conditions listed in Field 45.
 - Indicate the HUD exception for which this family is eligible. These include:
 - CV = The Tenant:
 - (1) Was converted (or is now being converted) from RAP or Rent Supplement; or
 - (2) Received (or will now) begin to receive Section 8 as a result of a sale of a HUDowned project.
 - EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HUD Handbook 4350.3.
 - EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception.
 - EAT or AA = Do not use this code for new move-ins. Continue to use this code for tenants who previously received an exception based upon these codes.
 - EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HUD Handbook 4350.3.
- Field 47 Dependent Allowance Definition updated.
- Field 48 Market Rent Definition updated.
 - Required if Section 236 or BMIR is the primary or secondary subsidy.
 - Required for Subsidy type 0 (Market)
 - Zero fill if not applicable.
 - Enter the HUD or Contract Administrator approved Section 236 or BMIR Market Rent.
- Field 49 3% of Income Definition updated.
- Field 50 Field Name Handicap Expense changed to "Disability Expense" and the Definition updated.
 - The total annual expenses anticipated for handicapped assistance.
 - 0 fill for BMIR and Market.
 - Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See paragraph 5-10 C for an explanation of disability expenses.

Note: If you enter expenses here, then Section 3, Family Record, Field 15, Able to Work Care Code, must show that an adult family member is able to work because disability assistance is available.

- Field 51 Field Name Handicap Allowance changed to "Disability Allowance" and the Definition updated.
 - 0 fill for BMIR and Market.
 - If Field 49, 3% of Annual Income, is greater than Field 50, Disability Expense, enter zero.
 - Otherwise, enter the lesser of:
 - Field 50 minus Field 49 (Total Disability Assistance Expense minus 3 percent of Income). This amount cannot exceed the total amount of income reported in the Section 4, Income Record, Field 5, Member Income, for the family member(s) that are coded with an "H" in the Section 3, Family Record, Field 15, Able to Work Care Code.

Note: If any income of a family member in Field 83, Child Care Expense A, was used to justify child care expenses that enable the family member to work, the same income cannot also be used to justify disability assistance expenses. However, if the income earned by the family member (because of the disability expense) exceeds the child care expense, any balance can be used to support a claim for disability assistance expenses. In other words:

- Field 83 + Field 50 (Child Care Expenses Related to Family Member Working plus Disability Expense) cannot exceed the total amount of income in the Section 4, Income Record, Field 5, (Income Amount) that is associated with a member with the Able to Work Care Code CH. If the sum of these fields is greater than the earned incomes for members coded CH, reduce Field 50 until the sum equals the amount of earned income for members coded CH.
- Field 52 Medical Expense Definition updated.
 - 0 fill for BMIR and Market.
 - Enter the total amount of medical expenses the family expects to pay (not paid or reimbursed from another source) during the 12 months the following the Transaction Effective Date. (This field only applies to households in which the head/spouse or cohead is disabled or will be 62 or older on the effective date of this submission.) If the family will have no medical expenses, 0 fill this field.
- Field 53 Medical Allowance Definition updated.
 - 0 fill for BMIR and Market.
 - If Field 50, Disability Expense, is greater than or equal to Field 49, 3% of Income, enter the amount from Field 52, Medical Expenses in Field 53 (Medical Allowance).

- Otherwise, enter: (Field 52, Medical Expenses plus Field 50, Disability Expense] minus Field 49, 3% of income).
- If the result is negative, leave this field blank.
- Field 54 Elderly Allowance Definition updated.
- Field 55 Total Allowance Definition updated.
 - 0 fill for BMIR and Market.
 - Add 59 Field 47 (Dependent Allowance) + Field 83 (Child Care Expense A) + Field 84 (Child Care Expense B) + Field 51 (Disability Allowance) + Field 53 (Medical Allowance) + Field 54 (Elderly Allowance).
 - Total Allowances equals the sum of the following: Allowance for Dependents + Child Care Allowance (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Allowance.
- Field 56 Adjusted Income Amount Definition updated.
- Field 57 Contract Rent Amount Definition updated.
 - This value <u>cannot</u> be zero.
 - Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8 RAP contract rent, the Section 236 basic rent, the Section 221(d)(3) BMIR rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's rental schedule (form HUD-92458) or subsidy contract.
 - For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent.
 - For Subsidy Type 0 (Market) enter the market rent.
- Field 58 Utility Allowance Amount Definition updated.
 - If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (form HUD-92458) or subsidy contract.
- Field 59 Gross Rent Definition updated.
- Field 60 Welfare Rent Definition updated.
 - Zero if not applicable.
 - Enter the applicable Welfare Rent only if:
 - The tenant will receive welfare assistance during the certification period AND
 - The tenant resides in an "as-paid" State or locality in which a separate housing allowance is provided may be adjusted (independently of the family's other

welfare benefits) based upon the family's actual housing costs. (See paragraph 5-6 I of HUD Handbook 4350.3 for additional guidance.)

- Field 61 Filler replaced HCDA %. This field is no longer needed as part of the MAT.
- Field 62 Worksheet Code Definition updated.
 - Enter the Worksheet Code for the worksheet used to calculate the TTP.
 - Valid Worksheet Code values are: D, F or G. The E worksheet is assumed if the field is left blank.
 - Use of this field is limited to certifications with an effective date prior to January 1, 2005.
 - This field is no longer mandatory.
- Field 64 Total Tenant Payment Definition updated.
 - For Section 221(d)(3) BMIR, Section 236, and Market Tenants, zero fill.
 - For Section 8, RAP, Rent Supplement, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows:
 - Field 64 (Total Tenant Payment) Section 8, RAP and Section 202 PAC tenants. If TTP (Field 64) is greater than Gross Rent (Field 59), the family is not eligible for assistance under these programs. Reduce the TTP to the Gross Rent.
 - Field 64 Section 202 PRAC and Section 811 PRAC tenants. Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59).
 - Field 64 Rent Supplement Projects. If TTP (Field 64) is greater than the Gross Rent (Field 59), reduce the TTP to the Gross Rent.
 - If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.
- Field 65 Tenant Rent Definition updated.
 - Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:
 - Field 56 (Adjusted Income) / 12 months X .30, or
 - Field 57 (Contract Rent)
 - But never more than Field 48 (Market Rent)
 - Where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:
 - Field 56 (Adjusted Income) / 12 months x.30 minus Field 58 (Utility Allowance)
 - Field 56 (Adjusted Income) / 12 months x .25, or
 - Field 57 (Contract Rent)
 - But never more than Field 48 (Market Rent)
 - Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the utility allowance is greater than the total tenant payment, enter zero and complete Field 66.

- Section 221(d)(3) BMIR Tenants
 - At initial occupancy, charge the tenant the contract rent (Field 57).
 - No special calculations or worksheets are needed.
- At Recertification if the tenants annual income (Field 39) is:
 - Less than or equal to 110% of the Section 221(d)(3) BMIR income limit (Field 40-42) charge the tenant the BMIR rent.
 - Greater than 110% of the Section 221(d)(3) BMIR limit,
 - Charge the tenant the BMIR rent. (Field 60)
 - For Market tenants enter the market rent

Note: If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this field.

- Field 67 Assistance Payment Amount Definition updated.
 - Zeros if not applicable. A negative assistance payment amount is only appropriate for a PRAC unit.

NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.

- For Section 221(d)(3) BMIR, Section 236, and Market tenants, zero fill.
- For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment:
- For PRAC tenants ONLY, enter a negative result.
- For all other tenants, enter zero in place of a negative result.

NOTE: FOR RENT SUPPLEMENT TENANTS: If this is a move-in or an initial certification and the assistance payment is less than 10% of the Gross Rent, the tenant is not eligible for Rent Supplement assistance. Recompute the tenant's rent as follows:

- For Section 221(d)(3) BMIR projects, charge the BMIR rent.
- For Section 236 projects, use the Section 236 formula to compute the tenant's rent.
- For Rent Supplement projects, charge the HUD-approved market rent.
 - If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult with Exhibits 3-12, 3-13, and 3-14 on how to complete this field.
- Field 68 Filler replaced % Actually Charged Discontinued.
- Field 70 Next Recertification Date Definition updated.
- Field 71 Bedroom Count Definition updated.
- Field 73 Unit Number Definition updated.
- Field 74 Security Deposit Definition updated.

- A payment required by an owner to be held during the term of the lease (or the time period the tenant occupies the unit) to offset damages incurred due to the actions of the tenant. Such damages may include physical damage to the property, theft of property, and failure to pay back rent.
- See Chapter 6, Section 2 of HUD Handbook 4350.3 for more information on security deposits.
- Field 75 Filler replaced Region Code Discontinued.
- Field 76 Filler replaced Field Office Code Discontinued.
- Field 77 Tenant Signed Date Definition updated.
 - The date the tenant signed this (re)certification.

Note: If the tenant is unable to sign for a legitimate reason, leave this field blank, but set Field 99, Extenuating Circumstances Indicator to "1". Resubmit the 50059 as a correction when tenant signs. This change is to enable timely recertification even if the tenant isn't available to sign the 50059.

- The Family head and any spouse or co-head must sign and date a 50059 certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3. If the individuals sign the 50059 certification on different dates, use the earlier date for transmission to TRACS.
- Field 78 Owner Signed Date Definition updated.
- Field 79 Household Assistance Status Code Definition updated.
 - Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD's restrictions on assistance to noncitizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use.
 - Valid values are:
 - N = Subsidy Type is not subject to the Non-Citizen Rule.
 - E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.
 - C = Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Non-Citizen Rule.
 - P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule.
 - Note: A member with an eligibility code of PV will be counted as eligible. One with a code of ND will be counted as ineligible.
 - D = Deferral of Termination. This code replaces T (Temporary Deferral of Termination) and should be used for any TRACS 2.0.2.C move-in or initial certification along with subsequent certifications during the deferral period.

Under Handbook 4350.3, Rev. 1 rules, a deferral of termination may involve prorated assistance.

Note: When a household changes from Prorated Assistance at admission to Deferral of Termination, do not change any of the member eligibility codes to guarantee that TRACS will calculate the proration in the same way as the original.

Note: F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility. This legacy code is only permitted for a certification with an effective date less than or equal to the TRACS version 2.0.2.C transition date.

Note: T = Temporary Deferral of Termination. The family is not eligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status. This is a legacy code and should only be used when correcting a certification submitted under TRACS version 2.0.1.B or earlier or for certifications submitted under version 2.0.2.C that are effective during the deferral period. Tenants with this code receive full assistance.

- Field 80 Family Addition Adoption future field activated.
- Field 81 Family Addition Pregnancy future field activated.
- Field 82 Family Addition Foster Children future field activated.
- Field 83 Child Care Expense A Definition updated.
 - Enter the amount of Child Care expense used to enable the family member to work. This amount cannot exceed the total amount of employment income (codes M,W,F, and B in MAT10, Section 4 Income Record, Field 4, Code) that is derived because the child care is available. This income, which is reported in Income Record, Field 5, Amount, is associated with a household member coded with a "C" in Household Record, Field 15 Able to Work Care Code.

NOTE: See paragraph 5-10 B; For full-time students who pay for child care while they work, the maximum child care allowance is \$480.

- 0 Fill for BMIR and Market.
- Field 84 Child Care Expense B Definition updated.
 - Enter the amount of child care expense used to enable the family member to look for work or attend school.
 - 0 fill for BMIR and Market.
- Field 85 Voucher Date has been changed from Mandatory to Mandatory on Condition.
 Definition updated.

- The voucher period in which the transaction affects a monthly subsidy voucher or payment. "DD" will always be "01."
- Enter the month, day, and year for which the regular tenant assistance payments are requested. This is the date that appears in Field 10 of the Form HUD-52670, Housing Owner's Certification and Application for Housing Assistance Payments. Complete this field for all transactions except for prevalidations.
- See Appendix 9 of HUD Handbook 4350.3 for further information.

NOTE: This field does not apply to transactions where the subsidy type in Field 21 of the TENHR record (50059 data requirements) is either 4 or 5 [Section 236 or Section 221(d)(3) BMIR only, where there is no assistance contract.]

- Field 86 Secondary Subsidy Type Value 'B' has been added for a BMIR project. Definition updated.
 - Valid Values are:
 - S =This family lives in a Section 236 project.
 - B = This family lives in a BMIR project.
 - Space = This family does not live in a Section 236 or BMIR project.

Note: Space = Blank

- Field 87 Survivor Indicator Definition updated.
 - Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit. See Handbook paragraph 3-15.
 - For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased.
 - Valid value is:
 - "Y" = Yes
- Field 88 Future field Waiver Type Code has been activated.
 - Definition updated.
 - Fill with blanks if not applicable.
 - Valid values are:
 - AGE = Age waiver for an elderly property
 - INC = Income (For subsidy types other than Section 8) See Handbook paragraph 3-8.
 - NEAR = Near Elderly
 - DSBL = Waiver for a non-disabled person to move in to a property for the disabled (e.g. 811 PRAC)
 - OTH = Other waiver not covered by the above codes.

- If more than one waiver applies, pick the first code that applies. The intent of this field is to indicate that an eligibility waiver has been granted by HUD. Proper documentation from the Field Office or HUD Washington should be kept in the tenant file.
- Field 89 Filler replaced Move Into Unit Date Discontinued.
- Field 90 Filler replaced Other Preference Code Discontinued.
- Field 91 Baseline Certification Indicator Definition updated.
- Field 92 Plan of Action Indicator Definition updated.
- Field 94 Unit Transfer Code The values have been changed from 'Y' to '1,2, or 3'.
 - Definition updated.
 - The values are:
 - Space = Not a Unit Transfer
 - 1 = Transfer to another unit in the same project/contract
 - 2 = Transfer to a unit in the same project, but under another contract or subsidy type.
 - 3 = Transfer to a unit in another project/property. The subsidy type may or may not be the same in the new property. Any contract number would be different.

Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is blank the (re) certification will be rejected.

- Neither the project number nor the contract number can change with a MAT70 unit transfer. If the project number changes, effect the transfer by moving the tenant out of his or her previous unit and use a Move-In Certification to establish the tenant in his or her new unit and fill this field with code 3. If the contract number or subsidy type changes (but not the project number) terminate the tenant and use an Initial Certification to establish the tenant in the new unit. Fill this field with Code 2. See MAT Guide Chapter 4 for guidance.
- A MAT70 should be submitted for a unit transfer where the tenant is not to be recertified.
- Field 95 Previous Unit Number Definition updated.
- Field 99 Changed Field Name Tenant Unable to Sign Indicator to 'Extenuating Circumstances'. Valid Codes have been changed from a 'Y' or 'N' to 1,2,3,4,5.
 - Definition updated.
 - Valid codes:
 - 1 = Tenant unable to sign, certification submitted with a blank Tenant Signed Date
 - 2 = Late annual certification due to extenuating circumstances. Tenant may have been terminated.
 - 3 = Late annual certification due to owner/agent delay.

- 4 = Late annual certification due to third party delay.
- 5 = Late annual certification. Court order requires restoration of subsidy on the recertification date.
- If the tenant reports on or after the recertification date, and establishes extenuating circumstances, submit an annual recertification with this field filled with "2" even if the tenant has already been terminated. In this case the Tenant signed date should be populated.
- If the tenant reported for recertification prior to the recertification date and the certification is being submitted on or after the recertification date where the delay is due to the owner/agent submit with code 3. If the delay is due to a third party, submit with code 4.

Note: The Tenant Signed Date may be blank only for code 1—Tenant unable to sign.

- One of these codes must be filled for TRACS to allow an annual recertification to supersede a termination. If none of these circumstances apply, the tenant must be terminated for a minimum of one month.
- Add Field 100 Do Not Check Eligibility
 - Definition:
 - Applies only to move-in or initial certifications.
 - Space if not applicable
 - Y = Eligibility not checked.

Examples:

- If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (Handbook 2-32.C.1.a) eligibility is not checked on the move-in certification.
- For a contract combination, the tenant is first terminated from the old contract (Termination Code = CC) and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification.
- Under Handbook paragraph 7-12.B.3, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated (Termination Code = RI). When the tenant submits the information, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification.
- Eligibility waivers should be dealt with in field 88.

3.4 Modifications to MAT10 Section 3: Family Record

■ Fields 4,5,6 – Last & First Name, Middle Initial – Definition updated.

• List the names (last name, first name, middle initial) of each person who lives in the unit, including persons with the following codes in Field 7, Relationship Code: F and L. Enter the Middle Initial if the member has one.

Note: Do not enter a Family Record for anticipated children due to pregnancy or adoption; for anticipated foster children; or for persons under the age of 18 who are being pursued for custody.

- Field 7 Relationship Code Definition updated.
 - The head of household must have a relationship code of "H." See definition for member number, field #3.
 - List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. See Chapter 3 of HUD Handbook 4350.3 concerning the eligibility of families to assisted housing. Only the following codes may be entered.
 - H-Head (There can be only one head. If there is a spouse or co-head, list the same person as head on each recertification, as long as that person resides in the household. List the other person as spouse or co-head on each recertification.)
 - S- Spouse (There either can be a spouse or co-head, but not both.)
 - K-Co-head (See paragraph 5-6 A for guidance on how to count emancipated minors.) For the Section 202/8, Section 202 PAC, and Section 202 PRAC and Section 811 PRAC projects, to qualify for admission/assistance, persons must be age 62 or, if disabled, at least 18 years old. Therefore, a head, spouse or co-head under the age of 18 would not occur in these programs.
 - D-Dependent. See paragraph 5-6 A of HUD Handbook 4350.3. count any member of the family currently living in the unit who is:
 - Age 17 or younger
 - 18 or older and disabled or a full-time student.
 - Child temporarily absent due to placement in a foster home.
 - Child who is subject to joint custody agreement (lives in unit at least 50% of time).
 - Full-time student (regardless of age) away at school but lives with family during school breaks.
 - Child being adopted (or custody being sought) and currently living in unit.
 - O-Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income. See paragraph 5-6. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.
 - F-Foster child under the age of 18 or child of a foster child. See paragraph 5-6 A. The income of a child in this category is not counted in determining the family's annual income; the child does not qualify the family for a dependent allowance nor are medical or handicap assistance expenses considered for children in this

- category. However, child care expenses for children in this category who are under the age of 13 are considered under the child.
- L Others Living in the Unit Who are not Members of the Tenant Family. See paragraph 5-6. Include, but not limited to foster adults, and live-in aides. See the regulatory definitions of these terms in the Glossary in HUD Handbook 4350.3. See also paragraph 3.6 E for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.
- Field 9 Birth Date Definition updated.
- Field 10 Special Status Code Definition has been updated, a new value 'C' has been added, and the value 'J' has been redefined.
 - Completion of this field will help to indicate adjustments to annual income which the family is entitled to receive. In the future, this field will also provide information on elderly tenants who are frail.
 - Enter any of the codes listed below which apply to family members identified in Field 7 (Relationship Code) as H,S,K, D, and O.
 - Enter all codes below which apply. (See HUD Handbook 4350.3, Glossary, for the definitions of the terms "Elderly Family," "Elderly Person," "Disabled Family," and "Disabled Household.")
 - E = Elderly Head, Spouse, Co-head (individual is at least 62 years old as of the effective date of this certification. (Such individual must have one of the following codes in Field 7: H,S, or K.)
 - S = Full-time student who is at least 18 years old as of the effective date of this certification and who is not the Head, Spouse, Co-head. (Such individual must have been identified in Field 7 with Code D.)
 - H = Family Member who is disabled. (Such individual must have been identified in Field 7 with one of the following codes: H,S,K, or D.)
 - F = Frail Elderly [Future Value.]
 - J = Dependent whose custody is jointly shared by more than one family and who receives a dependent allowance along with a child care allowance where applicable (count toward unit size).
 - C = Dependent whose custody is jointly shared by more than one family but who does not receive a dependent allowance. Such a person's child care expenses count toward the child care allowance where applicable (count toward unit size).
- Field 11 Identification Code Definition updated.
 - SSN or TRACS ID Number. Enter the 9-digit social security number of family members who are 6 years of age and older. Regulations do not require owners to enter social security numbers for children under six years of age; however, social security numbers should be entered if available. Do not use dashes. If the family member does not have a social security number, enter 999999999 in this field the

first time information for this family is submitted. A TRACS Tenant ID number will be generated by the TRACS system and owners will be notified of the numbers. This number should be entered on each subsequent submission until a social security number is reported.

- Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family. A new T Number will be generated.
- NOTE: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number.
- Field 12 Member Eligibility Code Definition updated.
 - Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N." It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message.
 - Enter one of the following codes for each household member. Consult with handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.

Note: Spaces = not applicable (BMIR, PAC, PRAC, Market)

- EC = individual is a citizen or national
- EN = individual is a noncitizen with eligible immigration status
- IC = Ineligible noncitizen child of a family head or spouse
- IN = Member is an Ineligible Non-Citizen.
- IP = Ineligible Parent of a Head of Household or Spouse.
- ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes.
- PV = Individual's eligibility status is pending verification—documents have been submitted For use when the family is receiving prorated assistance at admission. Member is treated as eligible for proration purposes.
- XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of "F" or "L" for these individuals.
- Field 14 Filler replaced Occupation Description Discontinued.
- Field 15 Able to Work Care Code Definition updated.
 - Assistance provided so a household member can work.
 - Valid codes are:
 - C = Child Care
 - H = Handicappedx
 - CH = Both

- Complete this field only if the family incurs child care or disability expenses that enable an adult family member to work. Consult with paragraph 5-10 of HUD Handbook 4350.3 on what expenses to count. Enter the code next to the income of the adult who is able to work as a result of the expense.
 - C = An adult who is able to work because child care is available.
 - H = Each adult who is able to work because handicapped assistance is available. [This field includes disabled.]
 - CH = Each adult who is able to work because both child care and handicap assistance is available.
- The following income types in Field 4 can be used to determine the employment ceiling for child care and handicap care allowances: M,F,W, and B.

EXAMPLE: Ms. Wright works two jobs (Nonfederal wages – W), earning \$10,000 and \$4,000 respectively. She pays for child care for the first job only. The owner would enter C by the \$10,000 amount but not by the second amount.

- Field 17 Add new Field Name Ethnicity, 1 character, alphanumeric field with Valid Ethnicity Codes.
 - 1 = Hispanic
 - 2 = Non-Hispanic
- Fields 18, 19, 20, 21, 22, 23 Add new Field Names Race American Indian or Alaska Native, Race – Asian, Race – Black or African American, Race – Native Hawaiian or Other Pacific Islander, Race – White, Race, Other.
 - The value will include a "Y" for choice of race or "Otherwise leave blank"

3.5 MAT10 Section 4: Income Record

- Field 4 Field Name Code changed to Code (Income Type)
 - Enter each source of income separately for each family member. Enter the source of income using the following codes:
 - B = Business (including distributed profits and net income from business)
 - CS = Child Support
 - F = Federal Wage
 - I = Indian Trust
 - M = Military Pay
 - G = General Assistance
 - N = Other Non Wage Source (including alimony, unemployment benefits)
 - PE = Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities)

- SI = Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI)
- SS = Social Security (both personal and dual entitlements)
- T = TANF (Temporary Assistance for Needy Families)
- U = Unemployment
- W = Non-Federal Wage (including salaries, tips, commission bonuses, and other income from employment)

EXAMPLE: Member 01 works three nonfederal jobs, paying \$10,000, \$4,000 and \$2,000, respectively. Enter each source of income separately and attribute Code W, Nonfederal Wage, to each: W - \$10,000; W - \$4,000; and W - \$2,000.

- Field 5 Field Name Amount changed to Amount (Income) and definition updated.
- Field 6 Filler has replaced New Household Member Income Indicator Discontinued.
- Field 7 Filler has replaced Newly Employed Income Indicator Discontinued.
- Field 8 Future Field Name SSN Benefits Claim Number activated. Field length will increase from "9" to "10".

3.6 MAT10 Section 5: Asset Record

- Field 4 Description updated.
- Field 5 Description updated.
- Field 6 Description updated.
- Field 7 Description updated.
- Field 8 Activated Field Name Date Divested, Mandatory on Condition. Definition updated.

3.7 MAT15 Address Record

The definitions for Fields 4-8 (Head of Household ID through Head Birth Date) have been modified to make it clear that they should be filled for all occupied units.

3.8 MAT40 Move-Out Record

- Field 6,7,9 Head Last Name, Head First Name, and Head Birth Date have been designated mandatory.
- Field 10 Field Name Move out Date changed to "Transaction Effective Date". Definition updated.
- Field 13 Move Out Code The move out codes have been expanded to include:
 - The valid codes are:
 - 1 = Owner initiated for nonpayment of rent (8-13.A.5)
 - 2 = Owner initiated--other
 - 3 = Tenant initiated--other
 - 4 = Death of sole family member
 - 5 = Unit Transfer between two projects. See MAT Guide Chapter 4.
 - 6 = Reserved for TRACS use only (HQ Move Outs)

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- 7 = Tenant Skipped
- 8 = Tenant provided less than 30-day notice
- 9 = Failure to submit information (8-13.A.1)
- 10 = Tenant abandoned unit (6-9.B.2) (8-13.A.2)
- 11 = Extended Absence (6-9.B.2) (8-13.A.2)
- 12 = Tenant evicted due to fraud (8-13.A.3)
- 13 = Repeated minor violations (8-13.A.4)
- 14 = Drug abuse or other criminal activity (8-14)
- 15 = Failure of Obligations under a State or Local Landlord and Tenant Act (8-15)
- 16 = Pet Rule Violation (6-10.E)

Note: the references in parentheses above are to Handbook 4350.3 Rev-1.

- Field 15 Field Name Voucher Date has changed from Mandatory to Mandatory on Condition. Definition updated.
 - The voucher period in which the move-out adjustment is reflected.

Note: "DD" is always "01".

Not required for Section 236, BMIR, or Market.

3.9 MAT 65 Termination Record

- Fields 6, 7, 9 Head Last Name, Head First Name, and Head Birth Date have been designated Mandatory.
- Field 10 Field Name Term Effective Date changed to "Transaction Effective Date". Definition updated.
- Field 11 Termination Code The Termination codes have been expanded to include:
 - Valid Termination Codes:
 - TI = TTP Equals/Exceeds Gross Rent or moving to market rent (Section 236 and
 - BMIR) (8-5.C)
 - TC = Did not supply citizenship/eligible alien documentation
 - TR = Did not re-certify on time. Tenant required to pay market rent. (8-5.A)
 - FD = Tenant submitted false data—formerly TF
 - RT = Tenant refused to transfer as agreed—formerly TF (8-5.D)
 - CE = Subsidy contract expired-not renewed. Note: not for use when renewal is delayed
 - CC = Subsidy contract combined with a renewal contract—formerly CE
 - RC = Refused to sign consent/verification forms (8-5.B) (3-11)
 - MS = Termination due to moving from market rent to subsidy

Note: Use when moving from any market rent situation (Section 236, BMIR, Subsidy type 0, or where the subsidy amount = 0) to either another subsidy type or to a subsidized or assisted rent.

- RI = Failure to provide required information at recertification (8-5.A) (3-9)

Note: includes failure to report for interim recertification (7-12)

- NE = Unable to establish citizenship or eligible status (8-5.E) (8-7.C)
- IR = Allowed an Ineligible Individual to Reside in a Unit (8-7.D)

Note: Termination must be for a minimum of 24 months

- RM = Ineligible Remaining Member (3-15)
- The following codes are reserved for HUD use only.
 - EN = Contract terminated for enforcement action.
 - HQ = TRACS generated termination for failure to recertify, submit a termination or move-out. May be superseded by an annual recertification with extenuating circumstances.
- The following code is reserved for Contract Administrator use only:
 - CA Termination generated by Contract Administrator for failure to recertify on time. Submit a termination or a move out. May be superseded by an annual recertification with extenuating circumstances.

Note: LR = Did not re-certify on time. This is a legacy code applicable only to transactions with effective dates less than or equal to the TRACS 2.0.1.B to 2.0.2.C transition date.

Note: See (Reference) for a discussion on the use of the TI and MS codes.

• Field 15 – Voucher Date has been changed from Mandatory to "Mandatory on Condition". Definition updated.

3.10 MAT70 Unit Transfer/Gross Rent Change Record

- Fields 6, 7, 9 Head Last Name, Head First Name, and Head Birth Date have been designated Mandatory.
- Field 10 Transaction Effective Date Definition updated.
 - The date this transaction (gross rent change or unit transfer) is effective.
 - Unit Transfer Transaction (UT): The date this transaction (rent change or unit transfer) is effective. This is the first day in the new unit.
 - Gross Rent Change (GR): This is the effective date of Gross Rent Change.

- Field 14 New Contract Rent Amount Definition updated.
- Field 15 Tenant Rent has been made Mandatory and the definition updated.
 - Fill this field for all MAT70 records. Zeros allowed.
 - Submit a prorated amount for prorated tenant.
 - The amount payable monthly by the family as rent to the owner.
 - Where all utilities (except telephone) and other essential housing services are supplied by the owner, tenant rent equals total tenant payment.
 - Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, tenant rent equals total tenant payment less the utility allowance.
- Field 16 Total Tenant Payment has been made Mandatory and the definition updated.
 - Fill this field for all MAT70 records except for Section 236, BMIR, and Market certifications.
 - Submit a prorated amount for prorated tenant.
 - The total amount the HUD rent formula requires the tenant to pay toward the gross rent. Total Tenant Payment is computed in accordance with the formula in Handbook Exhibit 5-9.
 - Enter 0 if not applicable (Section 236, BMIR, and Market).
- Field 17 Gross Rent has been made Mandatory and the definition updated.
 - The sum of the contract rent and any utility allowance. If there is no utility allowance, the gross rent equals the contract rent. For Section 202 and Section 811 PRAC projects, the gross rent is referred to as the operating rent.
 - Enter total of Contract/Basic Rent and Utility Allowance.
- Field 18 Field Name Utility Allowance Amount Definition updated.
- Field 19 Field Name Utility Reimbursement Definition updated.
- Field 20 Assistance Payment Amount has been made Mandatory and the definition updated.
 - Required except for Section 236, BMIR, and Market certifications.

NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive values are unsigned.

The monthly amount that HUD pays toward a tenant's rent and utility costs. These payments include Rent Supplement, RAP, PAC, PRAC, and Section 8 regular monthly payments.

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• Enter 0 if not applicable. A negative assistance payment amount is only valid for a PRAC unit. Submit prorated amount for prorated tenant.

Note: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled (e.g., -00045). Positive values are unsigned.

- Field 21 Voucher Date has been made Mandatory on Condition and the definition updated.
 - The date of the voucher being affected by the Unit Transfer or Gross Rent Change. Note: "DD" is always "01."
 - Not required for Section 236, BMIR, or Market.

Chapter 4: MAT Voucher System Record Formats & Definitions

See Attachment to this document for the proposed MAT Voucher record formats (MAT Guide Chapter 6).

4.1 Modifications to (VCHHR) Voucher Header Record

- Field 6 OA-Defined Data Definition updated.
 - Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.

Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.

- Field 16 Project Name Definition updated.
 - Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR.
 - Enter the project name that appears on the regulatory agreement or subsidy contract.
 - This will be the current project name in the Contracts database.
- Field 19 Project Number Definition updated.
- Field 20 Contract Number Definition updated.
- Field 24 OA Software Vendor Definition updated.
- Field 25 OA Software Release/Version Definition updated.
 - The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no release or Version identification exists.

NOTE: This field should not be entered manually. It should be emitted by the software generating the record.

■ Field 26 – CA ID – Definition updated.

- Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model: Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
- Field 27 Filler has replaced Sender's Telecom Address Definition updated.
 - Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the Transmission are returned to this address.
- Field 29 CA Software Vendor Definition updated.
 - Mandatory for Contract Administrators or other entities receiving submission and forwarding them to TRACS.
 - Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house".

NOTE: This field should not be entered manually. It should be emitted by the software generating the record.

- Field 30 CA Software Release/Version Definition updated.
 - Mandatory for Contract Administrators or other entities receiving submission and forwarding them to TRACS.
 - The release or version number associated with the software used to create this file. Enter 'N/A" if not Release or Version identification exists.

NOTE: This field should not be entered manually. It should be emitted by the software generating the record.

- Add Field 32 Elderly Type. This will be Mandatory on Condition, Field Length 3, Field Type Alphanumeric and will include 2 valid codes.
 - Definition will include:
 - Valid Codes:
 - 231 = the project is covered by Section 231. See Handbook 4350.3 paragraph 3-18.
 - 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or
 - Section 202 PRAC. See Handbook 4350.3 paragraph 3-19. Otherwise leave blank.

4.2 Modifications to MAT30 Section 2: Payment Summary Record

- Field 6 Field Name Management Agent EIN Number changed to Employer Identification Number (EIN) and the Definition updated.
 - Management Agent EIN Number.
- Field 7 Field Name Units in Contract changed to "Total Units in Contract". Definition updated.
 - Zero can be a valid entry.
 - Maximum number of residential spaces for which assistance may be claimed under the contract. If multiple occupancy is permitted, then the type of residential space qualifying for assistance – e.g. "beds" – must be specified in the assistance contract.
- Field 8 Field Name Contracted Units Receiving Subsidy changed to Number of Units Receiving Subsidy. Definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.
- Field 9 Add New Field Field Name Number of Units Abated, Mandatory, 4 character numeric field, Voucher field changed to #6.c. and the definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g. due to natural disaster or health and safety reasons.

Note: New field in 2.0.2.C

- Field 10 Field Name Contracted Units that are Vacant changed to Number of Units Vacant, Voucher field changed to #6.d. and the definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) that are no longer occupied.
- Field 11 Field Name --Contracted Units Occupied by Market Rent Tenants. Definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.

- Field 12 Field Name Exception Used Project Count changed to Project-Based Exceptions in Use, Voucher field changed to #7.a. and the definition updated.
 - Project Based Exceptions in Use.
 - Obtain from column 12 of form HUD 52670-A part1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
- Field 13 Field Name Exception Allocated Project Based Count changed to Project-Based Exceptions Allocated, Voucher Field changed to #7.b and the definition updated.
 - Enter the number of exceptions the HUD Field Office has:
 - Approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and
 - NOT taken back.
- Field 14 Field Name Exception Used Tenant Based Count changed to Tenant-Based Exceptions in Use, Voucher Field changed to #7.c and the definition updated.
 - Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant
 - Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".
- Field 15 Field Name Total Exception Count changed to Total Exceptions, Voucher Field changed to #7.d and the definition updated.
 - Add 7B and 7C.
- Field 16 Field Name Exception Last Change Date changed to Project Based Exceptions
 Date Last Changed, Voucher Field changed to #7.e and the definition updated.
 - Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Leave space blank if HUD has never given this contract any project-based exceptions.

Note: The old Field 16 (Low Income Tenant Units) has been dropped from the MAT. It is no longer a field on the new voucher form.

- Field 18 Field Name Total Regular Payment Amount changed to "Regular Tenant Assistance Payments". Definition updated.
- Field 20 Field Name Total Adjusted Payment Amount changed to "Adjustments to Regular Tenant Assistance Payments".
- Field 22 Field Name Total Approved Unpaid Rent Special Claims Payment Amount changed to "Unpaid Rent".

- Field 23 Field Name Total Approved Tenant Damages Special Claims Payment Account changed to "Tenant Damages".
- Field 24 Field Name Rent-up Vacancy Special Claims Payment Amount changed to "Rent-Up Vacancies".
- Field 25 Field Name Regular Vacancy Special Claims Payment Amount changed to Regular Vacancies.
- Field 26 Field Name Debt Service Special Claims Payment Amount changed to "Debt Service".
- Field 28 Field Name Total Voucher Amount changed to "Total Subsidy Authorized". Definition updated.
 - Permit negatives.
 - Total of all amounts in 52670, Part III, Column 10.

Note: Enter negatives as right-justified, zero-filled negative numbers e.g. -000000585. Positive values are unsigned.

- Field 34 Field Name Total Regular Payment Amount Approved by CA Definition updated.
- Field 35 Field Name Total Adjustment Payment Amount Approved by CA Definition updated.
- Field 36 Field Name CA Approved Unpaid Rent Special Claims Payment Amount Definition updated.
- Field 37 Field Name CA Approved Tenant Damages Special Claims Payment Amount
 Definition updated.
- Field 38 Field Name CA Approved Rent-up Vacancy Special Claims Payment Amount Definition updated.
- Field 39 Field Name CA Approved Regular Vacancy Special Claims Payment Amount
 Definition updated.
- Field 40 Field Name CA Approved Debt Service Special Claims Payment Amount Definition updated.
- Field 41 Field Name Total Amount of Miscellaneous Accounting Requests Approved by CA Definition updated.
- Field 42 Field Name Total Voucher Amount Approved by a CA Definition updated.

4.3 Modifications to MAT30 Section 6: Approved Special Claim

- Field 3 Field Name Misc. Request Type Definition updated.
 - Value Codes are
 - SERV = Service Coordinators
 - DRUG = Drug Related Expenses
 - FORQ = Field Office initiated accounting adjustment
 - OARQ = Owner/Agent initiated accounting adjustment

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Note: The following request type is valid only when submitted by a PBCA to report the amount of Interest Earned on the specific Project Account to HUD.

- INTA = Interest adjustment submitted by PBCA

Note: The following request type is valid only when submitted by a CA to request an admin fee payment.

- ADMN = Amount of admin fee for a contract.

CHAPTER 4 TRACS Operating Tips

Chapter 4 contains practical information on resolving common errors and dealing with various situations.

How to decide what transaction to submit for a change in Unit.

Possible Transactions to Change a Unit Association	Has the Project Number for the affected Household changed?	Has the Contract Number for the affected Household changed?	Has the actual Unit Number for the affected Household changed?	Notes
MAT70 (Unit Transfer transaction)	No	No	Yes	Submit a Unit Transfer for the household to transfer to the new unit. There are no other changes affecting Household.
MAT10 (Annual certification transaction with Unit Transfer Code field = '1', and the previous unit number field populated with the appropriate value.)	No	No	Yes	A unit transfer of this type may be submitted when the tenant is transferring to another unit at the same time that an Annual Recertification is due. Submit a MAT 10 to update Household information and ensure Unit Transfer Code = '1' and the previous unit number field has appropriate value. Note: We are waiting on a determination from Policy on how to deal with a mid-month unit transfer that corresponds to a change in household composition. The issue is whether to submit a MAT70 UT followed by a MAT10 IR effective on the first of the month (following the rules for rent increases and decreases) or whether to submit a MAT10 IR/UT effective mid-month. Previous unofficial guidance from Policy was to follow the MAT70 + IR route.
MAT65 and MAT10 (Termination transaction followed by an Initial Certification transaction.)	No	Yes	Yes/No	In this scenario, a contract has expired or merged with another contract or a tenant is moving to another unit simultaneously with a change in subsidy type or contract. Submit a MAT 65 transaction to terminate the assistance under the existing contract. Subsequently, submit a MAT10 Initial Certification including updated TTP and HAP values to establish tenant in new unit and contract. The Previous Unit Number field should be filled with the appropriate value. Set the Unit Transfer Code to '2'.

MAT40 and MAT10	Yes	Yes	Yes	In this scenario, a tenant is moving out of an existing unit and
				contract to a new unit in a different project and contract.
(Move-Out transaction followed				Submit the Move-out transaction to move tenant out of existing
by a Move-In transaction.)				unit/contract. Submit a Move-In transaction with updated
				values to establish tenant in new project, contract, and unit.
				The Previous Unit Number field is ignored for this transaction
				type. Set the Unit Transfer Code to '3'.

How to correct a Move-Out.

Once a Move-Out (MAT40) transaction for a household has been processed, both 'Move-Out Date' and Move-Out Code' can be corrected by submitting a subsequent Move-Out (MAT40) transaction with new values for one or both of these fields.

A Headquarters (HQ) move-out can be corrected in the same manner. Often a user wishes to change the 'Move-Out Date' for an HQ Move-Out to replace the TRACS determined Move-Out Date with another value. Please note that, in this scenario and under TRACS version 2.0.1.B, the new Move-Out Date cannot be greater than the Headquarters (HQ) move-out date. Under TRACS version 2.0.2.C the move-out will be accepted and the new property will be notified and expected to charge market rent from the original new property move-in date through the move-out date from the old property.

What to do after receiving an HO move-out message.

If you receive an HQ123 message indicating that one of your tenants has moved in to another subsidized property you should investigate immediately. If you believe that your tenant is still in residence, determine the facts. If the tenant has given notice, you should submit a move-out effective on the actual move-out date. If the tenant has not given notice, determine whether you are dealing with a skip or whether the tenant is planning to move but has not given notice. There have been cases where a tenant on a waiting list in another property has been moved in by mistake, so do not assume that an actual move-in has occurred. In all cases, the move-out record should record the actual move-out date or the date on which you gain possession of the unit.

If you receive an HQxxx (Note: message number not yet known) message indicating that one of your recently moved-in tenants has moved out from another subsidized property after your move-in date, verify, with the other property, that the move-out date is correct and in agreement with the examples in the table below. You should charge the tenant market rent starting with the original move-in date and through the move-out date indicated in the HQxxx message.

Next TRACS should be updated to reflect the new-move-in date. The preferred method is to correct the move-in date. To do this, send a move-in certification with the new effective date and filling in the previous head-of-household fields along with the effective date of the move-in certification being corrected (Fields 4-9 of the MAT10, Section 2, Basic Record). This will cause TRACS to link the two certifications and to make the new certification current and active. You should also submit an adjustment, on the next voucher, refunding subsidy from the original move-in effective date through the day prior to the new move-in date.

See Uses of the Previous Head information fields in the MAT10, Section 2 record below.

Move-Out/Move-In Scenarios

			New P	roperty	
Notice	Actual MO Date	Reported MO Date	Last day of subsidy	Actual MI Date	First day of subsidy
30 Days	12/31	12/31	12/31	12/31**	1/1
30 Days	12/31	12/31	12/31	1/1	1/1
30 Days	12/31	1/1 or later*	12/31	1/1	1/1
30 Days	12/31	12/31	12/31	12/25**	1/1
Skip-No notice	Skip-No notice $12/31 = Date$ $12/31$		12/31	12/25**	1/1
	Management				
	Takes				
	Possession of				
	Unit				
0-29 Days	12/31	12/31	12/31	12/31**	1/1
0-29 Days	12/31	12/31	12/31	1/1	1/1
0-29 Days	12/31	1/1 or later*	12/31	1/1	1/1
0-29 Days	12/31	12/31	12/31	12/25**	1/1

^{*}This date is incorrect. In all cases the reported MO date should be the same as the actual.

**This date, while actual, is not acceptable as a start of subsidy date. Subsidy may not start in a new unit and property until the day after the end of subsidy in the old unit and property.

Note: The difference between a skip and a 0-day notice situation is that the actual move-out date is known in the 0-day notice case—namely when the tenant turns in the keys. With a skip, discovering the fact of the move-out is not necessarily the date on which the owner gets legal possession of the unit. In some jurisdictions, owners have to get a court order to take possession of the unit if anything has been left behind.

Note: Some owners have a policy of submitting a move-out effective the last day of the month even if the notice period ends earlier. Others will submit a move-out effective at the end of the notice period even if the tenant has moved out earlier. Neither of these practices is appropriate. The move-out date is always the actual move-out date or the date that the owner takes possession of the unit in the case of a skip.

How to re-establish a Tenant Certification following a Move-out.

Should there be a need to re-establish a Tenant in TRACS after a Move-Out transaction has been successfully processed, there are two methods available:

- Submit a MAT10, Move-In transaction.
- Submit a MAT10, Initial Certification transaction.

What to do after an HQ or CA termination.

Note: A CA or HQ termination should be effective the day before the recertification anniversary date.

Note: This advice applies to owner-initiated terminations as well.

If the tenant has reported for recertification at any time prior to the recertification date, submit an annual recertification with the Extenuating Circumstances field filled explaining the reason for the delay (generally values 3 or 4).

If the tenant reports on or after the recertification date:

If there are extenuating circumstances, an annual certification should be submitted filling the Extenuating Circumstances field with a 2.

If there are no extenuating circumstances, the tenant should be terminated effective the day before the recertification anniversary date. Any initial certification taking the tenant back to subsidy should be effective on the first of the month following the date on which the tenant reports.

If a court orders restoration of subsidy back to the recertification date, submit an annual recertification with the Extenuating Circumstances field filled with a 4.

Certifications for Market Rate Tenants.

Beginning with the implementation of TRACS Version 2.0.2.C owners should submit certification records for market rate tenants. The rationale for this requirement is as follows:

- Allows for formal tracking of handbook requirements in paragraph 3-8.B limiting the percentage of market rate tenants in certain properties.
- Allows for market tenants to be moved out thereby preventing records for terminated tenants from remaining in TRACS permanently. This alone will help to keep the TRACS database cleaner and more accurate.
- If CAs are given access to the Subsidy Type 0 tenants for properties they are associated with, this would allow them to verify move-outs for previously subsidized tenants.
- Allows for better checking for tenants who have more than one residence.

The following transaction types should be submitted to TRACS: MI, IC, UT, GR, TE, MO certifications. A GR certification is only required for Section 236 tenants, to help in monitoring Excess Income reporting. There is no requirement for recertifications for market tenants with the exception that information related to changes in household composition should be sent as either an AR or IR.

All market certifications should be reported as Subsidy Type 0. This includes Section 236 and BMIR market rate tenants as well as any tenant not receiving subsidy (\$0 subsidy tenants) for Section 8, Rap, Rent Supplement, and Section 202 PAC. Since PRAC tenants may pay a rent greater than contract rent, there are no market renters for PRAC subsidy types.

No income or asset records should be submitted for a market tenant and there are no adjustments to income. If incomes and assets are submitted, they will be ignored. By definition a market tenant's tenant rent is the market rent. The rent is not conditional on any other information submitted as part of the certification.

Terminations and Initial Certifications.

The initiation of the requirement that market certifications should be sent to TRACS provides an opportunity to clarify and standardize how terminations and initial certifications are used. The philosophy behind what follows is that termination and initial certifications should always occur in pairs.

Note: This discussion does not apply to 202 PRAC and 811 PRAC. Under these subsidy types, a tenant may pay more than contract rent and terminations related to increases in income do not apply.

Under the new model, whenever a tenant stops receiving subsidy a termination should be generated effective on the last day of subsidy. Next an initial certification should be done taking the tenant to market rent (Subsidy Type 0). This will be true even for Section 236 and BMIR tenants. If a Section 236 tenant is due to pay market rent, terminate from 236 and IC to Subsidy 0.

If a tenant receiving a deep subsidy starts to pay a Section 236 rent that is less than market rent or starts paying the BMIR rent, the termination is from the deep subsidy and the initial certification is to 236 or BMIR.

Similarly, whenever a tenant moves from market to subsidy, a termination from Subsidy 0 is done, followed by an initial certification to the new subsidy type. All terminations from market should use the new MS termination code.

Essentially, whenever a tenant moves from one subsidy type to another or from one contract to another, a TE/IC pair of records should be submitted to TRACS.

Repayment Agreements.

The proper way to deal with retroactive adjustments that result in repayment agreements is as follows: Allow the full amount of the adjustment(s) due to the retroactive action(s) to appear on the voucher. Do not prevent the adjustments from appearing on the voucher. Reverse the amount of the adjustment subject to the repayment agreement by submitting an OARQ Miscellaneous Accounting Request noting that the amount is subject to a repayment agreement and giving the tenant name and unit.

As the tenant makes payments, enter them on the voucher as OARQ Miscellaneous Accounting Requests. In cases of fraud, the amount entered can be the amount collected less allowed collection expenses per handbook guidance.

Baselines.

There are two different uses of the term Baseline. First, there is the concept of a baseline certification. The original TRACS guidance related to baseline certifications is reproduced immediately below. Second, there is the Re-Baseline Process described after Baseline Certifications.

Baseline Certifications:

TRACS Release 201A introduced a "baseline indicator" in the MAT10 Section 2 Record. The purpose of this document is to flesh out the intention behind the baseline indicator and to illustrate how the baseline indicator can be used as Contract Administrators build their own baselines in preparation for performing the pre-payment voucher reviews.

There have been many requests in the past for a way to reestablish a tenant inventory for a project or contract. These requests have come in when a property changed management and the electronic files weren't transferred to the new management. A new baseline would enable the new management to proceed with some confidence that they and TRACS have similar data in their respective files. There are cases where a tenant's record in TRACS has become so cluttered with mistakes that it easier to start over than enter the transactions needed to correct the record. Since there still is no delete transaction in TRACS, a new baseline certification for the tenant is one way of restarting the tenant's current record with a fresh HUD 50059.

The baseline indicator was intended as a vehicle for reestablishing a clean current certification occurrence for individual tenants or complete projects or contracts. CAs should be aware that once they submit data to TRACS for a HAP contract, TRACS will be expecting all subsequent data submissions for that contract to come from the CA. Similarly, if the CA acts as a conduit for all data from a project, including Section 236, BMIR, Rent Supplement or RAP, TRACS will expect that CA to continue acting as the conduit for that data. The rules for using the baseline indicator are:

- 1. When establishing a new baseline for a contract, pick a voucher submission to define the point in time that the baseline represents.
- 2. Resubmit the active (re)certification with the Baseline Certification Indicator equal to "Y" and the Voucher Date equal to the Voucher Date submitted originally with the (re)certification (or the correct Voucher Date if the original was wrong). If establishing the baseline as of a voucher date, the "active" certification may include (re)certifications that aren't active at the time of submission but will be active for the voucher month. This will:
 - Supersede the active (re)certification, if one exists in the TRACS database,
 - Create an active (re)certification, if one doesn't exist in the TRACS database,
 - Circumvent certification type edits that would otherwise reject inconsistent certification types (e.g. a Move-In for an existing tenant, an Annual Recertification or Interim Recertification when the tenant doesn't already exist), and
 - Delete any future recertifications (HUD 50059s with an effective date greater than the current date) that have been previously submitted for the tenant.
- 3. Resubmit any partial certifications (move-outs, terminations, unit transfers, and gross rent changes) that apply to the freshly reestablished Baseline Certification with the Voucher Date equal to the Voucher Date submitted originally with the partial certification (or the correct Voucher Date if the

original was wrong). There is no Baseline Certification Indicator for partial certifications. In TRACS, partial certifications reproduce and modify the certification occurrence(s) to which they apply creating a new occurrence without recertifying the tenant.

- Do not resubmit the partial certifications the same day the Baseline Certification is resubmitted. If the Baseline Certification is rejected for some reason, the partial certifications will not be processed as intended.
- Do resubmit the partial certifications following successful processing of the Baseline Certification.
- 4. Resubmit any certifications with an effective date greater than the date of submission and greater than the voucher baseline date, if applicable. This does not include recertifications submitted for a targeted voucher date that may have an effective date greater than the submission date, but will be active on the baseline voucher date.
- 5. Unacceptable Baseline Certifications:
 - (Re)certifications with a (certification) effective date that is less than the highest effective date for an active tenant on the TRACS database. The Baseline Certification is not the active (re)certification.
 - (Re)certifications with an effective date more than 12 months before the current date. The Baseline Certification is an expired 50059.
 - Recertifications with future effective dates that have a voucher date greater than the (certification) effective date. Future certifications that will not be effective on the targeted voucher date cannot be used to establish a future new baseline.)

The Performance-based Section 8 Contract Administrators (CAs) will be building baselines of tenant data for use in reviewing vouchers prior to payment. If the CAs have concerns about the data quality in TRACS for their contracts, they may submit baselines to TRACS to make sure that their databases and the TRACS database are in synch. This is not a requirement, but it is a feature available in TRACS. The CA may start sending baseline data to TRACS before it starts paying vouchers. The CA will act as a conduit between the OA and TRACS for submission of data used by TRACS/LOCCS to pay the OA. The timeliness of the transmissions from the CA can affect the timeliness of the OA's payment. Although, TRACS can handle baseline certifications one-at-a-time, we recommend that the CAs do not send Baseline Certifications to TRACS until they reconcile the first month's baseline.

The downloadable Tenant Query by Contract and the downloadable Voucher Detail Reports are other tools that the CA may use to verify that they and TRACS have the same data.

There will be additional modifications to TRACS edits for Baseline Certifications regarding the MAT15 Address Records. If a MAT15 Address record is submitted with a Baseline Certification as an "address load", TRACS will treat it as a correction if that address for that tenant, unit and contract is already on the Tenant database. A MAT15 load transaction submitted with a baseline will not be rejected if the address already exists.

Baseline Certifications will be sent to SSA for SS/SSI validation. Although this may seem redundant, the Baseline Certification can be used to establish tenants on the TRACS database for the first time or reestablish them on the database. Housing cannot assume that the baseline certification has validated SS & SSI income amounts.

Remembering the characteristics of the Baseline Certification Indicator outlined above, we recommend that CAs use the following three-month cycle to submit or maintain a baseline in TRACS as part of their start-up procedure.

CAs are expected to make payments to owners three months after the first assignment of contracts, e.g. the Round 1 CAs are scheduled to start in June with the goal of issuing their first payments for the September vouchers received in August. The dates used in the example, below are approximate. Payment schedules will dictate timing:

(Month 1)

Day

- 1 10: OA submits tenant data updates and the July voucher to TRACS.
- 1 10: OA submits tenant baseline data and the July voucher to the CA.
- 2 15: TRACS sends payment requests to LOCCS.
- 2 30: CA reconciles baseline then submits the Baseline Certifications (if desired) to TRACS coded as follows:
 - (certification) effective date = the effective date of the HUD 50059 reported on the July Voucher.
 - voucher date = the original voucher date for the transaction submitted for this baseline transaction. If the transaction is a certification, use the voucher date used with the original submission. If the original certification has been modified by a gross rent change or other partial certification, submit the partial certifications(s), following the baseline certification, using the voucher date originally submitted with each partial certification.
- 20-30: LOCCS sends July payment to Treasury for distribution to OA bank accounts.

(Month 2)

Day

- 1 10: OA submits to the CA tenant data updates and baselines that have not previously been sent together with the August voucher.
- 2 14: CA performs the level of oversight specified through CA Guidebook and submits tenant data and the August voucher to TRACS.
- 2 15: TRACS updates the tenant database, processes the voucher and sends a payment request to LOCCS.
- 20-30: LOCCS sends August payment to Treasury for distribution to OA bank accounts.

(Month 3)

Day

- 1 10: OA submits tenant data updates, including certifications, recertifications and baselines, and the September Voucher to the CA.
- 1 14: CA submits tenant data updates and the approved September voucher to TRACS.
- 2 -15: If LOCCS has an approved requisition for the CA, TRACS retains the voucher and does not send a request for payment to LOCCS; otherwise TRACS sends a payment request to LOCCS.
- 20-30: If LOCCS has an approved requisition, LOCCS sends a scheduled payment for the CA to Treasury for distribution to the CA bank account; otherwise, the payment will be for distribution to the OA bank account.

Submission of a full certification in lieu of a partial certification is generally not appropriate.

Re-Baseline Process:

The Re-Baseline process is invoked by HUD at the request of an owner or management agent for a contract or a project. It is a web-based process that can only be invoked by an authorized HUD employee. What it does is terminate every certification for the project/contract in the TRACS database with an effective date on or after the date submitted with the Re-Baseline request. The site then submits baseline certifications, as described above, to reestablish households in TRACS.

The benefit to the new site management or the new software implementation is that any failed or un-submitted move-outs are mitigated through the re-baseline process. Everything gets terminated so any unrecognized anomalies will be terminated as well as all legitimate certifications. If the new site management simply uses the certification baseline transactions without asking HUD to invoke the re-baseline process, they may be unaware of odd transactions in the TRACS database that may distort their compliance percentage or cause legitimate certifications to be flagged with errors.

The Re-Baseline process should not be used to simply reestablish individual tenant certification histories that have become distorted. The baseline transaction handles this situation.

Transmitting so as to get data into TRACS.

TRACS processing order dictates strategies to ensure that data is processed correctly. Each night TRACS first processes all Move-outs. Next it processes all Terminations followed by all MAT10 full certifications. Finally it deals with all MAT70 UT and GR records.

Within each category files are processed in order of the date-time stamp associated with the file. What this means is that TRACS will not necessarily do the right thing if a series of transactions are submitted as a batch.

When there is more than one certification for a household or unit, the conservative course of action is to submit certifications in effective date order, waiting until a cert has been processed before sending the next certification in the sequence.

In particular, if there are two MAT70 records for a tenant it is especially important to transmit in order of effective date. If they are transmitted as part of the same batch, chance will determine which one is processed first. The last one processed is the one that will be current and active and that will show up in TRACS queries.

Gross rent changes.

The instructions below assume that all certifications processed are for the same subsidy contract/type.

When doing a gross rent change, adhere to the following guidelines:

If the effective date corresponds to that of a full certification, correct the full certification. However TRACS will accept a MAT70 effective on the same date as a MAT10.

Note: the handbook specifically allows for the submission of a partial certification as a full certification only for an annual recertification. In practice, TRACS will accept either a corrected full certification of any type, or a partial certification effective on the same date as an existing full certification.

If the effective date corresponds to that of a partial certification:

If the existing certification is a MAT40 move-out or MAT65 termination, submit the GR and then resubmit the MO or TE.

If the existing certification is a MAT70 unit transfer, submit a MAT70 UT with the rent applicable after the GR.

If the existing certification is a MAT70 gross rent, you are correcting a gross rent change and should submit a MAT70 GR.

Note: these situations create special challenges for TRACS. The safest course of action is to back up to the last full certification, submit it as a correction, and resubmit any subsequent partial certifications effective earlier than the gross rent change.

If the effective date does not correspond to the effective date of any other certification, submit a MAT70 with the new rent information.

If there are other certifications, effective after the gross rent change effective date, proceed as follows:

Start with the certification with the earliest effective date after the gross rent date.

Follow the chain of certifications forward, either correcting/recalculating or resubmitting transactions.

For full certifications, correct the certification and submit.

For partial certifications:

For move-outs and terminations, resubmit the transaction.

For unit transfers, recalculate and resubmit the transaction.

Stop the correction/change process when any of the following is true:

The next certification in the chain is a gross rent change. In this case, simply resubmit the gross rent along with any subsequent partial certifications effective prior to the next full certification.

There are no more certifications

GRs submitted in advance of the GR effective date.

It is not good practice to submit gross rent changes in advance of the GR effective date as it creates challenges for both site and TRACS software. All GRs, as they can involve corrections to existing certifications, should be submitted after the fact, even if they are effective on the first of the month. However they should be submitted promptly after they take effect.

From a TRACS point of view, if the future GR is effective after an Annual or other certification that has yet to be transmitted, TRACS will attach the GR to an incorrect certification.

From a site software point of view, if a tenant moves in prior to the effective date of the GR but after the GR has been run and sent, there may not be a mechanism to do the GR for the MI certification only.

If an in-place tenant moves out after the GR has been sent but prior to the GR effective date, adjustments need to be made.

UT/GR both effective on the same date.

The only way to transmit both transactions simultaneously to TRACS is as a single MAT70 Unit Transfer record as opposed to two MAT70s--one UT and one GR. This will take care of the unit number change and will change the rent. If one certification is transmitted before the other, especially in the same nightly batch, the luck of the draw will determine

which record is processed first and you might not get the result you want. The only way to enforce sequence of processing of records of the same type is to submit them on different days.

Uses of the Previous Head information fields in the MAT10, Section 2 record.

There are two uses for the Previous Head information fields in the MAT10, Section 2 record from a TRACS perspective. The traditional use is to deal with a certification that changes the head of household relative to the previous full certification.

In general, the advice presented in the note between Field 3 and 4 in the MAT10 Section 2 record should be followed.

If a certification is sent with all 9s for the head SSN, TRACS will generate a T-Number for the head. If a subsequent certification is sent using the T-Number, there is no need to fill in the previous head information. If a subsequent certification is sent with all 9s for the head, the previous head information is not needed as long as all of the head name fields and the head birth date are the same as in the prior certification.

When filling in the previous head fields, the Previous Head ID field should never be filled with 9s.

What is not generally appreciated is that a second use for these fields is to allow for the correction of either a certification effective date or certification type. To give an example, suppose that a move-in is submitted effective 1/15/2004 for a head of household who has an SSN. After submission, the owner realizes that the move-in date was entered incorrectly and that the correct date is 1/17/2004. If a new MI certification is sent to TRACS with the previous head fields filled (only the SSN is needed in this example) and the Previous MAT10 Effective Date (Field 5) set to 1/15/2004, TRACS will locate the original MI, remove it from current and active status and set the new MI to current and active. The new MI will be linked to the old one and will appear when querying the household's history.

The procedure outlined above can also be used to correct a move-in date when a pervious property submits a move-out effective after the move-in for your property.

Contract Combinations.

All voucher billing should be up-to-date at the time of the contract combination.

TRACS has procedures in place to combine contracts. TRACS changes the contract number of the current and active certification for all certifications matching the old contract number. However, TRACS does not deal with any changes in rents associated with the move to the new contract. In practice, most properties terminate each tenant effective the day before the combination date and then do an initial certification, effective on the combination date, taking the tenant to the new contract. The advantage of what TRACS does is that allowances do not change. Theoretically, the site IC should not change any allowances but this is not possible to do under the current TRACS data model.

There is no mechanism in place to deal with retroactivity prior to the contract combination date. All billing after the combination should be for the new contract no matter what the effective date of the certification. This is a grey area for site software. Contract Administrators are encouraged to allow flexibility in dealing with retroactivity including allowing OARQ adjustments in lieu of certifications submitted with the new contract number.

Contract Splits.

HUD has no formal mechanism for dealing with these situations. However, from a site level accounting point of view, the best thing is to terminate the affected tenants the day prior to the split date and then do an initial certification effective on the split date. This ends billing for the old contract and establishes it for the new contract. The initial certification should have the Do Not Check Eligibility flag set to yes.

It is unclear whether billing for retroactive events prior to the split date should be on the old or the new contract. When in doubt, consult with your contract administrator or HUD office. Since there are no defined rules on how to handle these cases, CAs and HUD offices should be flexible with respect to billing. For example, if site software is unable to bill for retroactive transactions on the contract desired by the CA or HUD, the owner should be allowed to offset the billing for the affected certifications with an OARQ Miscellaneous Accounting Request on the HAP Voucher and to bill on the correct contract using the same mechanism.

Correcting partial certs after a full cert insertion or correction.

Because of the design of the TRACS data model, whenever a full certification is corrected or whenever a full or partial certification is added effective prior to a full certification, any partial certifications (MO, TE, UT, GR) effective on or after the effective date of the corrected or added certs and prior to the next full certification in TRACS should be recalculated where applicable and retransmitted to TRACS.

Site Software and TRACS errors.

Site software must allow owners to view TRACS messages as sent from TRACS and without alteration. Should the software vendor want to interpret the messages for its users, there are two alternatives:

The preferred method is to append the vendor's advice or interpretation starting on a new line at the end of the TRACS message text and indicating, in some way, that this is a vendor addition.

The alternative is to store two versions of the errors (the original TRACS versions and the vendor versions) and allow the user to view either version.

Site software vendors should keep in mind that CA software may also be appending advice to TRACS messages or may be returning messages with codes different than those that TRACS uses.

The reason for this requirement is that the text associated with TRACS messages is subject to change without notice. If all that the user can see is the vendor-interpreted message, valuable information or advice may be lost.

Contract Administrator software and processing issues.

CA and Site software: compatibility issues

Both the Site and CA software must be compatible with TRACS. If CA software cannot accept or correctly process a legal transaction that TRACS accepts, the problem is one for the CA to deal with and resolve. The record should not be rejected and the site should be paid if there are no other problems with the transaction. This is not to say that a CA may not refuse to pay on a certification that TRACS accepts but rather that CA software limitations may not dictate what is paid and what is not paid.

As is well known, there are many areas of the Handbook 4350.3 that are subject to differing interpretations. There are also technical areas of the handbook that have not benefited from a complete analysis from the point of view of software implementation. When in doubt, common sense and flexibility, combined with an analysis of what TRACS allows should prevail.

For example, the handbook mentions only annual recertifications as ones where a full certification should be submitted if a unit transfer or gross rent change occurs on the same date. In practice, TRACS does not check for this condition nor does it refuse to accept MAT70 records effective on the same date as a full certification already in the database. It also allows for UTs and GRs to be submitted as full certifications for other than AR certification types. As long as the correct subsidy is paid, CA software should accept either a full or partial certification if other handbook rules are upheld.

This is not to say that a full certification is a substitute for a partial certification in all cases. A full certification calculates ages of household members based on the effective date of the certification. Submitting a gross rent change as a full certification when there is not already a full certification in TRACS effective on the same date, can cause allowances to be increased or decreased thereby changing the TTP. In cases such as these, full certifications should not be submitted--only partials. For this reason, CAs should not request a set of full certifications in lieu of a proper baseline consisting of full certifications and any partial certifications effective after the full certifications.

Processing

CA software vendors are encouraged not to follow the TRACS processing flow but rather to process incoming certifications in effective date order, following the TRACS rules to break ties when multiple certifications are effective on the same date. When doing so, it is good practice to treat a unit transfer as both a transfer out and a transfer in. At some time in the future TRACS will process the transfer out portion of a UT prior to processing MAT10 records.

Transmitting

Certification records that the CA rejects are the responsibility of the owner to fix and transmit to the CA.

Certification records that the CA does not reject (ones that the CA uses as a basis for payment) are the CAs responsibility to get into the TRACS database. As an aid in this process, owners should cooperate with CA requests to retransmit a certification as a correction or as a baseline if the site software is capable of doing so.

TRACS errors

TRACS generated messages must be returned to owners without alteration. If a CA wants to append additional text to an error message, it is permissible to do so starting on a new line at the end of the TRACS message and indicating that this is a CA addition. If CAs want to communicate guidance about errors in some other way, they must do so in addition to returning TRACS messages.

CA error checking

Error conditions that TRACS also checks for: Because of the terms of their contract with HUD, PB CAs are permitted to be more stringent in requiring the resolution of non-fatal errors than is HUD. For example, TRACS issues only a level-one discrepancy message when a certification does not calculate correctly. TRACS stores and reports its own calculated values in such cases--not the values submitted by the sites. CAs may choose to reject such certifications.

Error conditions that TRACS does not check for: CAs may check for additional errors that TRACS does not so long as the error conditions are in accord with handbook rules. Messages should be returned to sites using an error code that TRACS does not use. It is best not to use a code not currently in use by TRACS but whose numeric value is less than the greatest one that TRACS currently uses. Either use a much higher number or add a new alpha prefix to the number and contact owner/agents to tell them what the new errors are and how to deal with them.

Terminated Households

Contract Administrators should treat terminated households as moved out for all practical purposes. CAs should not request electronic proof of move-out for a terminated household prior to allowing another tenant to move-in or transfer in to the unit occupied by the terminated household. Once the termination occurs, the household is no longer the responsibility of the CA. The CA's primary responsibility is to ensure that two households do not receive subsidy in the same unit simultaneously. As long as this does not occur, the CA is upholding its obligations.

In practice, there are several scenarios post termination:

The tenant could be at market rent or could be on another subsidy. In either case the tenant could then move out. If the tenant is on another subsidy (terminated from Section 8 and now on 236) the MO will be sent to TRACS. It will not generally pass through the CA. If the tenant is at market, the MO cert will also be sent directly to TRACS.

The tenant could transfer to another unit. After the termination the CA could see a MI, IC, or UT (full or partial cert) into the terminated tenant's old unit. These transactions should be accepted.

In the very rare case the CA could see a MI to the same unit from the same household. This would happen legitimately if the tenant moved out after termination and then back in.

CHAPTER 5 MAT TENANT SYSTEM RECORD FORMATS AND DEFINITIONS

MAT Tenant System Record Format and Definitions

TENHR Tenant Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "TENHR."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under this TENHR. Multiple TENHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each TENHR must be paired with a TENND occurring prior to the next TENHR.
4	M	Date Stamp	18	8	Date MMDDYYYY	This is a system date stamp inserted in the header record when the file was created by the owner/agent . No dashes or spaces should be used in this field. Note: The combined Date Stamp and Time Stamp should be unique for the TRACSMail ID sending the file.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
5	M	Time Stamp	26	6	Time HHMMSS	This is a system time stamp inserted in the header record when the file is created by the owner/agent . No colons should be used in this field.
						Note: The combined Date Stamp and Time Stamp should be unique for the TRACSMail ID sending the file.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment. Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.
7	M	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	M	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT10	109	5	Numeric	The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5 or 6.)
13		Number MAT15	114	5	Numeric	Number of MAT15 records in this transmission.
14	F	(Reserved for future use)	119	5	Numeric	Value must equal zero.
15		Number MAT40	124	5	Numeric	Number of MAT40 records in this transmission.
16		Number MAT65	129	5	Numeric	Number of MAT65 records in this transmission.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
17		Number MAT70	134	5	Numeric	Number of MAT70 records in this transmission.
18	F	Number MAT71	139	5	Numeric	Value must equal zero.
19	F	Number MAT72	144	5	Numeric	Value must equal zero.
20		Project Name	149	35	Alphanumeric	Enter the name of the project for which the tenant transactions are being submitted. TRACS will use this project name for all transactions under this TENHR. Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
	M M	Field Name Subsidy Type		Length 1	Field Type Alphanumeric	TRACS will use this subsidy type for all transactions under this TENHR. In connection with MAT15 Address Records, Subsidy Type 0 is used to establish addresses for unoccupied units that are not assisted by one of the subsidies listed below or for market rent tenants. NOTE: For these conditions, a project number is required in the TENHR. NOTE: See Chapter 4 of the MAT Guide for a discussion on the use of Subsidy Type 0 with tenant certifications. 0 = Market 1 = Section 8 2 = Rent Supplement 3 = RAP
						4 = Section 236 5 = BMIR 6 = Reserved 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC Enter the code for the subsidy the tenants will receive during the period covered by this submission. Enter only one code. (continued)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						If a tenant receives Section 8, Rent Supplement, or RAP assistance in a project that is also subsidized through Section 236 or Section 221(d)(3) BMIR, enter only the "deeper" subsidy (i.e., Section 8, Rent Supplement, OR RAP).
						Use code 1 (Section 8) only for Section 8 assistance that is the result of a project-based Section 8 contract for the project. Do not enter Code 1 for tenants who receive Section 8 Rental Certificate or Rental Voucher assistance; instead, enter the appropriate subsidy code for these tenants (Section 236, [4] or Section 221 (d)(3) BMIR [5]).
22	F	Property ID	185	10	Numeric	The Property ID assigned by REMS – Leave Blank until activated by TRACS. [Future Field]
23	MOC	Project Number	195	8	Alphanumeric	Mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type "0" (zero). It is required for those Section 8 contracts and Subsidy Type 0 (Market) certifications for which a FHA project number applies. TRACS will use this project number for all transactions under this TENHR. NOTE: Do not use "0000FMHA" as a project number in FMHA projects. Do not enter a project number for FMHA projects. Enter the 8-digit FHA, Elderly Housing, or State Agency noninsured project number. Do not enter dashes or a subsidy suffix (e.g., SUP, RAP). Sample entries are provided below.
						FHA Insured Project 12144026 Elderly Housing Projects 121EH00l Other Noninsured Projects 121001N1

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
24	MOC	Contract Number	203	11	Alphanumeric	Mandatory for Section 8 (including State Agency and USDA RHS 515/8 projects), 202/162 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this TENHR. Enter the 11-digit subsidy contract number (e.g., CA26L000001). Do not enter dashes.
25	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission, including this header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have section records.
26	М	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number.
27	M	OA Transmission Date	230	8	Date MMDDYYYY	This is a system date stamp representing the date this file was sent by the Owner, Service Bureau, or Contract Administrator (CA) to TRACS, or by the Owner or Service Bureau to the CA. No dashes or spaces should be used in this field.
28	M	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house". Note: This field should not be entered manually. It should be emitted by the software generating the record.
29	M	Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

			TI	ENHR	Tenant Head	der Record
MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
		The following fields ar	re required	for CAs o	r entities receiving	g submissions and forwarding them to TRACS
30	MOC	Contract Administrator (CA) ID	268	5	Alphanumeric	Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model: Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
31		Filler	273	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
32	MOC	CA Transmission Date	283	8	Date MMDDYYYY	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
33	MOC	CA Software Vendor	291	20	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-House." Note: This field should not be entered manually. It should be emitted by the software generating the record.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

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MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
34	MOC	CA Software Release/Version	311	10	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.
35		Agency Defined Data	321	20	Alphanumeric	Reserved for the use of CAs or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.
36	MOC	Elderly Type	341	3	Alphanumeric	Valid Codes: 231 = the project is covered by Section 231. See Handbook paragraph 3-18. 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See Handbook paragraph 3-19. Code this value if 202 is involved for any reason including projects for the disabled. Otherwise leave blank.

MAT 10 Section 1: (Re) Certification Header Record

(There is always a single header record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT10."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Section Indicator	18	1	Numeric	Value must equal "1."
5	M	Number of Basic Records	19	4	Numeric	Value must equal "0001."
6	M	Number of Family Records	23	4	Numeric	The number of MAT10, Section 3 records (one record for each family member in this household). Value must be greater than or equal to "0001." There will always be a family record for the head-of-household.
7		Number of Income Records	27	4	Numeric	The number of MAT10, Section 4 records (one for each income) in this household.
8		Number of Asset Records	31	4	Numeric	The number of MAT10, Section 5 records (one for each asset) in this household.

MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "2."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3		Owner Generated Tenant ID Number (Previously Tenant Number) (Optional)	7	10	Alphanumeric	This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by an owner or CA to uniquely identify a tenant household and assist in tracking tenants. TRACS will not edit this ID number nor will it display this ID number on any screens or reports. Note: If a CA fills this field, the owner submitted value should be restored in any error messages returned to the owner.

^{*}The following six "Previous" fields (Fields 4,5,6,7,8 &9) are special purpose fields used only when changing/correcting the identifier for an occurrence of a HUD 50059 in the TRACS database. The identifiers for a HUD 50059 occurrence in the TRACS database are the Head of Household ID (SSN or TRACS

T-id) and the certification Effective Date. If the identifier for a HUD 50059 changes, TRACS needs the previous identifier to provide the linkage from the previous identifier to the new identifier. Any MAT10 changing a head of household's identifier OR the certification effective date requires the Previous Head of Household ID and the Previous Effective Date. The only time that Previous Head Last Name, Previous Head First Name, Previous Head Middle Initial, and Previous Head Birth Date are required is if the head of household had no SSN at the time the HUD 50059 being changed (previous MAT10) was submitted, and the owner/agent didn't record the T-id that TRACS assigned to the head of household. If the previous name and birth date is entered exactly as they were submitted on the previous MAT10, TRACS will be able to locate the previously assigned T-id and effect the change. If this MAT10 is not changing the Head of Household ID OR the certification Effective Date for a previously submitted MAT10 leave the following six fields blank.

4	*	Previous Head ID	17	9	Alphanumeric	Code a value only if the head of household identifiers (Head of Household ID or
						certification Effective Date) of a previous MAT10 have changed. Enter the social security (SSN) of the Head. If the previous Family Head does not have an SSN,
						enter the number generated by TRACS ("T" is the first character) or if TRACS has not previously assigned a number for this person, enter 999999999.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
5	*	Previous MAT10 Effective Date	26	8	Date MMDDYYYY	Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed. This value should be the Certification Effective Date, identifying the previous MAT10 for this head of household.
6	*	Previous Head Last Name	34	20	Alphanumeric	Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS.
7	*	Previous Head First Name	54	20	Alphanumeric	Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS.
8	*	Previous Head Middle Initial	74	1	Alphanumeric	Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS.
9	*	Previous Head Birth Date	75	8	Date MMDDYYYY	Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS.
10	F	FIPS County Code	83	3	Alphanumeric	The Federal Information Processing Standards code designating the county in which the project is located. [Future Field].

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	М	Transaction Effective Date	86	8	Date MMDDYYYY	Enter the date the action in this transaction is to be effective. Move-in Certification (MI): This is the date the tenant moved into this unit. See Field 11 of Handbook Appendix 10, Form HUD 52670A-Part 1. Initial Certification (IC): This is the date the tenant began to receive the type of subsidy checked in TENHR field 21, Subsidy Type, of the 50059 data requirements. Annual Recertification (AR): This is the effective date of Annual Recertification. (See Chapter 7, Section 1: Annual Recertification, of HUD Handbook 4350.3.) PrevalidationTransaction (PV): [Future Value]. Corrections to Existing Certifications (MAT10, Section 2, Fields 14 and 15 must be completed): For changes in TTP determine whether any change in the tenant's TTP is effective retroactively or prospectively, in accordance with paragraph 7-8 of the Handbook. Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12	M	Project Move-In Date	94	8	Date MMDDYYYY	The date the tenant moved into the project.
13	M	Transaction Type	102	2	Alphanumeric	Valid Codes*: AR = Annual Recertification IC = Initial Certification IR = Interim Recertification MI = Move In (* See MAT Guide Chapter 4 – TRACS Operating Tips for a discussion on the proper use of termination and initial certifications.) Note: The CR and CS Transaction Types have been dropped. If converting a tenant from RAP or Rent Supplement to Section 8, first submit a termination from RAP or Rent Supplement followed by an Initial Certification to Section 8. On the Initial Certification, show the previous subsidy type as RAP or Rent Supplement. TRACS will accept the CR and CS Transaction Types when correcting a certification effective prior to the 2.0.1.B to 2.0.2.C transition end date.
14		Action Processed Code	104	1	Alphanumeric	The valid code is: Space = Not a correction 1 = Correction to a prior 50059.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
15	MOC	Correction Type Code	105	1	Alphanumeric	If the Action Processed Code is "1," Correction Type must be populated. The values are:
						Space = No correction
						1 = Administrative Resubmissions. 2 = Corrects owner/agent certification errors.
						3 = Corrects tenant misreporting.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16	F	Tenant Rent Change Date	106	8	Date MMDDYYYY	Effective date of the change in tenant rent as distinct from the date of the change in subsidy. [Future Field].
		(Formerly Effective Date of Certification Being Corrected)				

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
17		Previous Subsidy	114	1	Alphanumeric	The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted. Fill for Initial Certifications only. Space = No previous history in this project. 0 = Market Rent Tenants 1 = Section 8 2 = Rent Supplement 3 = RAP 4 = Section 236 5 = Section 221(d)(3) BMIR 7 = Section 202 PRAC (Capital Advance) 8 = Section 811 PRAC (Capital Advance) 9 = Section 202/162 PAC
18		Conversion Date Code	115	1	Alphanumeric	Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are: 1 = Converted before 10/01/81 2 = Converted between 10/01/81 and 9/30/84 3 = Converted on or after 10/01/84
19		Age 62 At Conversion Indicator	116	1	Alphanumeric	Applies only to tenants converted from Rent supplement or RAP and who are now receiving Section 8. Values are: Y = Head or spouse 62 on date of conversion N = Neither head nor spouse was 62
20		Continuous Section 8 Indicator	117	1	Alphanumeric	Applies only to tenants converted from Rent Supplement or RAP and who are now receiving Section 8. Values are: Y = Received Section 8 continuously since conversion N = Have not received Section 8 continuously since conversion
21		Filler	118	1	Alphanumeric	Discontinued. Formerly Race

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
22		Filler	119	1	Alphanumeric	Discontinued. Formerly Ethnicity
23		Previous Housing Code	120	1	Alphanumeric	Valid Previous Housing Codes: 1 = Substandard 2 = Without or Soon to Be Without Housing 3 = Standard 4 = Conventional Public Housing (Owned by a Public Housing Agency)
24		Displacement Status Code	121	1	Alphanumeric	Valid Displacement Status Codes: 1 = Government Action 2 = Natural Disaster 3 = Private Action 4 = Not Displaced
25		Filler	122	3	Alphanumeric	
26		Number of Family Members	125	2	Numeric	Number of Members Whose Income and Circumstances Are Considered in Determining Annual Income: Enter the number of family members who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: H,S,K,D, and O. Note: Do not include the number of children anticipated due to adoption or pregnancy (fields 80 and 81) in this total.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
27		Number of Non- Family Members	127	2	Numeric	Other Individuals Whose Income and Circumstances are NOT Considered in Determining Annual Income: Enter the number of individuals who have one of the following relationship codes in Field 7 of the MAT10, Section 3 record: F and L.
						Income of these individuals is not considered in determining the family's Annual Income. These individuals do not qualify the family for adjustments to Annual Income, except that: Child care expenses for the care of a foster child (F) under age 13 may be considered.
						Note: Do not include the number of Family Addition Foster Children (field 82) in this total.
28		Number of Dependents	129	2	Numeric	Enter the number of persons listed as "D" in Field 7 of the MAT10, Section 3 record (Relationship Code). Do not include dependents under the age of 18 who have a special status code of C.
29		Total Assets	131	6	Numeric	Enter the total cash value of the assets listed in Field 6 of the MAT10, Section 5 record, Cash Value Amount
30		Total Income from Assets	137	6	Numeric	Enter the total of actual income from all assets in Field 7of the MAT10, Section 5 record that are anticipated to be received by the family. (Actual Yearly Income Amount)
31		Reported Passbook Rate Percent	143	6	Numeric	Enter the passbook rate as provided in HUD Handbook 4350.3, paragraph 5-7, if the value of Field 29, Total Assets, is greater than \$5,000. Otherwise, enter zero. Four decimal positions implied. For example, the handbook passbook rate of 2% would be entered as 000200. Enter 000000 if not applicable or if the subsidy
32			1.10			type is BMIR or Market.
32		Imputed Income from Assets	149	6	Numeric	If Total Assets (Field #29) is less than or equal to \$5,000, enter 000000. Otherwise, multiply the Total Assets by the HUD approved passbook rate (Field #31).

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
33		Total Employment Income	155	6	Numeric	Includes the sum of family incomes with income codes: B = Business F = Federal Wage M = Military Wage W = Non-Federal Wage
34		Total Pension Income	161	6	Numeric	Includes the sum of family incomes with income codes: PE = Pensions SI = Supplemental Security Income SS = Social Security
35		Total Public Assistance Income	167	6	Numeric	Includes the sum of family incomes with income codes: T = TANF (Formerly AFDC) G = General Assistance
36		Total Other Income	173	6	Numeric	Includes the sum of family incomes with income codes: CS = Child Support I = Indian Trust N = Other Non-Wage Source U = Unemployment
37		Non-Asset Income	179	6	Numeric	Enter the sum of the values entered in MAT10, Section 4, Field 5, Amount, for all family members whose income is counted. This total should equal the sum of fields 33-36 above.
38		Asset Income	185	6	Numeric	Income from Assets: The greater of Total Income from Assets (Field # 30) or Imputed Income from Assets (Field 32)
39		Annual Income Amount	191	6	Numeric	Enter the sum of Non-Asset Income (Field 37) and Asset Income (Field #38).

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
40		Low Income Limit	197	6	Numeric	Zeros if not applicable.
		Amount				Required for Section 8, Rent Supplement, RAP, Section 236, BMIR, 1995 202 & 811 PRACs, and 202/162 PACs.
						Income limits are used to establish eligibility for move-ins, initial certifications, and Section 221(d)(3) BMIR recertification. Income limits must be entered for all families for statistical purposes. To determine which income limit applies to a particular family, use the number of family members shown in Field 26 plus the sum of field 80 (Family Addition Adoption) and field 81 (Family Addition Pregnancy).
						1. Section 221(d)(3) BMIR Tenants. Enter the amount of the HUD-provided Section 221(d)(3) BMIR Income Limit. If Field 39 (Annual Income Amount) is greater than Field 40 (Low-Income Limit Amount) and this is a:
						Move-in, the applicant may not be admitted to a Section 221(d)(3) BMIR unit (even if the tenant is willing to pay the market rent).
						Recertification, the tenant must pay the Section 221(d)(3) BMIR market rent.
						2. All Other Tenants. Enter the HUD-provided Section 8 Low-Income Limit (which includes PAC).
						If Field 39, Total Annual Income, is greater than Field 40, Low-Income Limit, and this is a move-in or an initial certification, see HUD Handbook 4350.3 to determine if the tenant can be admitted.
						If HUD Handbook 4350.3 permits you to admit this tenant, the tenant must pay the market rent.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
41		Very Low Income Limit Amount	203	6	Numeric	Zeros if not applicable.
						Complete for Section 8 units, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC units. Enter the HUD-provided Section 8 Very Low-Income Limit
42		Extremely Low	209	6	Numeric	Zeros if not applicable.
		Income Limit Amount				Required for: Section 8 only. Not used for other subsidies.
10						Enter the HUD-provided Section 8 Extremely Low-Income Limit
43		Eligibility Universe Code	215	1	Alphanumeric	Space = Not Section 8
		Universe Code				Complete for Section 8 units only. Enter:
						[1] If the HAP contract for this unit was effective before 10/1/81.
						[2] If the HAP contract for this unit was effective on or after 10/1/81.
44		Current Income Status Code	216	1	Alphanumeric	Space = Not Section 8
						Section 8 Only. Enter the status of the Section 8 tenant's current Annual Income when compared to the income limits.
						1 = Lower 2 = Very Low
						3 = Extremely Low
						You must enter an Exception Code in (Field 46) for this family to be eligible for Section 8 if the following are true:
						The Income status, "lower" (Code 1), was selected in Field 44;
						The certification transaction type in Field 13 is a Move-in or Initial Certification (MI or IC): AND
						The "post 1981" eligibility universe (Code 2) was selected in Field 43.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
45		Section 8 Assistance 1984 Indicator	217	1	Alphanumeric	Space = Not Section 8 Enter Y = Yes If the tenant began receiving Section 8 assistance on or after July 1, 1984. Otherwise enter N = No Complete only if Eligibility Universe Code (Field 43) is Post-1981 ("2") <u>and</u> Current Income Status Code (Field 44) is Lower ("1"): otherwise, space fill.
46		Income Exception Code	218	3	Alphanumeric	Spaces = no exceptions or not applicable Complete this field if the family met the conditions listed in Field 45. Indicate the HUD exception for which this family is eligible. These include: CV = The Tenant: (1) Was converted (or is now being converted) from RAP or Rent Supplement; or (2) Received (or will now) begin to receive Section 8 as a result of a sale of a HUD-owned project. EDT = HUD approved exception for an in-place tenant who would otherwise be displaced as described in HUD Handbook 4350.3. EIT = Do not use for new move-ins. Continue to use this code for tenants who previously received a HUD approved income exception. EAT or AA = Do not use this code for new move-ins. Continue to use this code for tenants who previously received an exception based upon these codes. EP = Tenant was admitted under one of the HUD-approved project-based exceptions as described in HUD Handbook 4350.3.
47		Dependent Allowance	221	6	Numeric	Enter the product of \$480 multiplied by Field 28, Number of Dependents. 0 fill for BMIR and Market.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
48	MOC	Market Rent	227	6	Numeric	Required if Section 236 or BMIR is the primary or secondary subsidy. Required for Subsidy type 0 (Market) Zero fill if not applicable. Enter the HUD or Contract Administrator approved Section 236 or BMIR Market Rent.
49		3% of Income	233	6	Numeric	Enter the product of Field 39, Annual Income Amount, multiplied by 0.03. 0 fill for BMIR and Market.
50		Disability Expense (Formerly Handicap Expense)	239	6	Numeric	The total annual expenses anticipated for handicapped assistance. 0 fill for BMIR and Market. Enter the total the family expects to pay during the 12-month period following the Effective Transaction Date. See paragraph 5-10 C for an explanation of disability expenses. NOTE: If you enter expenses here, then Section 3, Family Record, Field 15, Able to Work Care Code, must show that an adult family member is able to work because disability assistance is available.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
Field 51	Note	Disability Allowance (Formerly Handicap Allowance)	Position 245	Length 6	Field Type Numeric	0 fill for BMIR and Market. If Field 49, 3% of Annual Income, is greater than Field 50, Disability Expense, enter zero. Otherwise, enter the lesser of: Field 50 minus Field 49 (Total Disability Assistance Expense minus 3 percent of Income). This amount cannot exceed the total amount of income reported in the Section 4, Income Record, Field 5, Member Income, for the family member(s) that are coded with an "H" in the Section 3, Family Record, Field 15, Able to Work Care Code.
						NOTE: If any income of a family member in Field 83, Child Care Expense A, was used to justify child care expenses that enable the family member to work, the same income cannot also be used to justify disability assistance expenses. However, if the income earned by the family member (because of the disability expense) exceeds the child care expense, any balance can be used to support a claim for disability assistance expenses. In other words: Field 83 + Field 50 (Child Care Expenses Related to Family Member Working plus Disability Expense) cannot exceed the total amount of income in the Section 4, Income Record, Field 5, (Income Amount) that is associated with a member with the Able to Work Care Code CH. If the sum of these fields is greater than the earned incomes for members coded CH, reduce Field 50 until the sum equals the amount of earned income for members coded CH.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
52		Medical Expense	251	6	Numeric	0 fill for BMIR and Market.
						Enter the total amount of medical expenses the family expects to pay (not paid or reimbursed from another source) during the 12 months the following the Transaction Effective Date. (This field only applies to households in which the head/spouse or co-head is disabled or will be 62 or older on the effective date of this submission.) If the family will have no medical expenses, 0 fill this field.
53		Medical Allowance	257	6	Numeric	0 fill for BMIR and Market.
		This manee				 If Field 50, Disability Expense, is greater than or equal to Field 49, 3% of Income, enter the amount from Field 52, Medical Expenses in Field 53 (Medical Allowance). Otherwise, enter: (Field 52, Medical Expenses plus Field 50, Disability
						Expense] minus Field 49, 3% of income).
54		Elderly Allowance	263	6	Numeric	If the result is negative, leave this field blank.
		Elderly Allowance	203	0	Numeric	0 fill for BMIR. Enter \$400 if the head/spouse or co-head is disabled, or will be 62 or older on the effective date of this submission.
55		Total Allowance	269	6	Numeric	0 fill for BMIR and Market.
						Add 59 Field 47 (Dependent Allowance) + Field 83 (Child Care Expense A) + Field 84 (Child Care Expense B) + Field 51 (Disability Allowance) + Field 53 (Medical Allowance) + Field 54 (Elderly Allowance).
						Total Allowances equals the sum of the following: Allowance for Dependents + Child Care Allowance (for working and going to school) + Allowable Disability Assistance Expense + Allowable Medical Expenses + Elderly Family Allowance.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
56		Adjusted Income Amount	275	6	Numeric	0 fill for BMIR and Market. Enter Field 39 (Annual Income Amount) minus Field 55 (Total Allowances)
57		Contract Rent Amount	281	6	Numeric	This value <u>cannot</u> be zero.
						Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent Amount is the Section 8 RAP contract rent, the Section 236 basic rent, the Section 221(d)(3) BMIR rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's rental schedule (form HUD-92458) or subsidy contract.
						For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent.
						For Subsidy Type 0 (Market) enter the market rent.
58		Utility Allowance Amount	287	6	Numeric	If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (form HUD-92458) or subsidy contract.
59		Gross Rent	293	6	Numeric	Enter total of Field 57 (Contract Rent Amount) and Field 58 (Utility Allowance Amount).

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
60		Welfare Rent	299	6	Numeric	Zero if not applicable.
						Enter the applicable Welfare Rent only if: (1) The tenant will receive welfare assistance during the certification period AND (2) The tenant resides in an "as-paid" State or locality in which a separate housing allowance is provided may be adjusted (independently of the family's other welfare benefits) based upon the family's actual housing costs. (See paragraph 5-6 I of HUD Handbook 4350.3 for additional guidance.)
61		Filler	305	2	Numeric	Formerly HCDA %
62		Worksheet Code	307	1	Alphanumeric	Enter the Worksheet Code for the worksheet used to calculate the TTP. Valid Worksheet Code values are: D, F or G. The E worksheet is assumed if the field is left blank. Use of this field is limited to certifications with an effective date prior to January 1, 2005.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
63	MOC	Minimum Rent Hardship Exemption Code	308	1	Alphanumeric	Required if a Section 8 tenant is claiming exemption from the \$25 minimum rent. Applies only to Section 8. Valid Codes are: Space = Not Applicable 1 = Lost eligibility or awaiting an eligibility determination for a Federal, State or local assistance program. 2 = Family would otherwise be evicted because it is unable to pay the minimum rent. 3 = Family income has decreased due to changed circumstances, including loss of employment. 4 = Death in Family 5 = Other circumstances determined by the responsible entity or HUD and includes the period during which the agent processes an exemption request.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
64		Total Tenant Payment	309	6	Numeric	For Section 221(d)(3) BMIR, Section 236, and Market Tenants, zero fill. For Section 8, RAP, Rent Supplement, Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants, enter the TTP as follows: Field 64 (Total Tenant Payment) Section 8, RAP and Section 202 PAC tenants. If TTP (Field 64) is greater than Gross Rent (Field 59), the family is not eligible for assistance under these programs. Reduce the TTP to the Gross Rent. Field 64 Section 202 PRAC and Section 811 PRAC tenants. Enter TTP from Field 64 even if it is greater than the Gross/Operating Rent/Operating Costs (Field 59). Field 64 Rent Supplement Projects. If TTP (Field 64) is greater than the Gross Rent (Field 59), reduce the TTP to the Gross Rent. If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
65		Tenant Rent	315	6	Numeric	Section 236 Tenants. Where all utilities are included in the rents (There is no utility allowance). Enter the greater of:
						• Field 56 (Adjusted Income) / 12 months X .30, or
						• Field 57 (Contract Rent)
						But never more than Field 48 (Market Rent)
						Where some utilities are paid by the tenant (There is no utility allowance). Enter the greater of:
						• Field 56 (Adjusted Income) / 12 months x.30 minus Field 58 (Utility Allowance)
						• Field 56 (Adjusted Income) / 12 months x .25, or
						• Field 57 (Contract Rent)
						But never more than Field 48 (Market Rent)
						Section 8/RAP/Rent Supplement/Section 202 PAC, Section 202 PRAC, and Section 811 PRAC tenants. Enter Field 64 (TTP) minus Field 58 (Utility Allowance). If the utility allowance is greater than the total tenant payment, enter zero and complete Field 66.
						Section 221(d)(3) BMIR Tenants (1) At initial occupancy, charge the tenant the contract rent (Field 57). No special calculations or worksheets are needed.
						(continued)

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						(2) At Recertification if the tenants annual income (Field 39) is:
						(a) Less than or equal to 110% of the Section 221(d)(3) BMIR income limit (Field 40-42) charge the tenant the BMIR rent.
						(b) Greater than 110% of the Section 221(d)(3) BMIR limit, charge the tenant the BMIR rent. (Field 60)
						For Market tenants enter the market rent
						NOTE: If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, or 3-14 on how to complete this item.
66		Utility Reimbursement	321	6	Numeric	If utility allowance (Field 58) is greater than the TTP (Field 64) enter the difference. Otherwise zero fill.
						NOTE: If this is a mixed family as defined in paragraph 3.12 and the Glossary, consult with Exhibits 3-12, 3-13, of 3-14 on how to complete this field.

(There is always a single basic record for each (Re) Certification)

	Field Name	Position	Length	Field Type	Definitions and Edits
	Assistance Payment Amount	327	6	Numeric	Zeros if not applicable. A negative assistance payment amount is only appropriate for a PRAC unit.
					NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g00045. Positive numbers are unsigned.
					For Section 221(d)(3) BMIR, Section 236, and Market tenants, zero fill.
					For all other tenants, enter Gross Rent/PRAC Operating Rent/PAC Operating Cost minus Total Tenant Payment:
					For PRAC tenants ONLY, enter a negative result.
					For all other tenants, enter zero in place of a negative result.
					NOTE FOR RENT SUPPLEMENT TENANTS: If this is a move-in or an initial certification and the assistance payment is less than 10% of the Gross Rent, the tenant is not eligible for Rent Supplement assistance. Recompute the tenant's rent as follows:
					(1) For Section 221(d)(3) BMIR projects, charge the BMIR rent.
					(2) For Section 236 projects, use the Section 236 formula to compute the tenant's rent.
					(3) For Rent Supplement projects, charge the HUD-approved market rent.
					If this is a mixed family as defined in paragraph 3-12 and the Glossary, consult with Exhibits 3-12, 3-13, and 3-14 on how to complete this field.
	Filler	333	6	Numeric	Formerly % Actually Charged
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(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
69		Police or Security Tenant	339	1	Alphanumeric	Indicate if the tenant family has been granted the special privileges reserved for police or security professionals in Section 8 projects. The income limits do not apply, and the TTP must be no less than what the tenant would pay if subsidized.
						No vacancy claim can be filed for the unit when the police or security professional moves out.
						Acceptable Values:
						Y = Police or Security privileges apply to this Section 8 tenant
						N or Space = No police or security privileges apply.
70		Next Recertification Date	340	8	Date MMDDYYYY	Next Recertification date cannot be more than one year after the Transaction (certification) Effective Date of the MAT10 being submitted; however, it could be less than one year.
						Enter the date of the next scheduled annual recertification date for this family as prescribed by Chapter 7, Section 1: Annual Recertification of HUD Handbook 4350.3.
71		Bedroom Count	348	2	Numeric	Enter the number of bedrooms in the unit (See Chapter 3, Section 2 of HUD Handbook 4350.3 for guidance on occupancy standards and how many bedrooms a family may have.)
72	F	Building ID	350	19	Alphanumeric	REAC-assigned Building Number. [Future Field.]
73	M	Unit Number	369	10	Alphanumeric	If each unit number is used once within a project, enter unit numbers (e.g., 201, 402). If a unit number is used more than once within a project, use a unique method to identify each unit. Each building could perhaps be given a letter or an additional number before the unit number. Do not use a street address.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
74	MOC	Security Deposit	379	6	Numeric	A payment required by an owner to be held during the term of the lease (or the time period the tenant occupies the unit) to offset damages incurred due to the actions of the tenant. Such damages may include physical damage to the property, theft of property, and failure to pay back rent. See Chapter 6, Section 2 of HUD Handbook 4350.3 for more information on
						security deposits.
75		Filler	385	2	Alphanumeric	Formerly Region Code
76		Filler	387	2	Alphanumeric	Formerly Field Office Code
77	MOC	Tenant Signed Date	389	8	Date MMDDYYYY	The date the tenant signed this (re)certification. Note: If the tenant is unable to sign for a legitimate reason, leave this field blank, but set Field 99, Extenuating Circumstances Indicator to "1". Resubmit the 50059 as a correction when tenant signs. This change is to enable timely recertification even if the tenant isn't available to sign the 50059. The Family head and any spouse or co-head must sign and date a 50059 certification generated by the coverer's outcometed system, as provided by
						certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3. If the individuals sign the 50059 certification on different dates, use the earlier date for transmission to TRACS.
78	M	Owner Signed Date	397	8	Date MMDDYYYY	The date the owner signed this (re)certification. The owner, or his or her representative, must sign and date a 50059 certification generated by the owner's automated system, as provided by Chapter 9, Section 1 of HUD Handbook 4350.3.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
79	MOC	Household Assistance Status Code	405	1	Alphanumeric	Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD's restrictions on assistance to noncitizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use. Valid values are: N = Subsidy Type is not subject to the Non-Citizen Rule. E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance. C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule. P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule. Note: A member with an eligibility code of PV will be counted as eligible. One with a code of ND will be counted as ineligible. D = Deferral of Termination. This code replaces T (Temporary Deferral of Termination) and should be used for any TRACS 2.0.2.C move-in or initial certification along with subsequent certifications during the deferral period. Under Handbook 4350.3, Rev. 1 rules, a deferral of termination may involve prorated assistance. Note: When a household changes from Prorated Assistance at admission to Deferral of Termination, do not change any of the member eligibility codes to guarantee that TRACS will calculate the proration in the same way as the original. (continued)

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						 Note: F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility. This legacy code is only permitted for a certification with an effective date less than or equal to the TRACS version 2.0.2.C transition date. Note: T = Temporary Deferral of Termination. The family is not eligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status. This is a legacy code and should only be used when correcting a certification submitted under TRACS version 2.0.1.B or earlier or for certifications submitted under version 2.0.2.C that are effective during the deferral period. Tenants with this code receive full assistance.
80		Family Addition Adoption	406	2	Numeric	The number of expected adopted family members.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
81		Family Addition Pregnancy	408	2	Numeric	The number of expected family additions by childbirth.
82		Family Addition Foster Children	410	2	Numeric	The number of expected foster children as family additions.
83		Child Care Expense A (Expenses that enable a family member to work)	412	6	Numeric	Enter the amount of Child Care expense used to enable the family member to work. This amount cannot exceed the total amount of employment income (codes M,W,F, and B in MAT10, Section 4 Income Record, Field 4, Code) that is derived because the child care is available. This income, which is reported in Income Record, Field 5, Amount, is associated with a household member coded with a "C" in Household Record, Field 15 Able to Work Care Code. NOTE: See paragraph 5-10 B; For full-time students who pay for child care while they work, the maximum child care allowance is \$480. 0 Fill for BMIR and Market
84		Child Care Expense B (Expenses that enable a family member to look for work or to attend school)	418	6	Numeric	Enter the amount of child care expense used to enable the family member to look for work or attend school. 0 fill for BMIR and Market.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
85	MOC	Voucher Date	424	8	Date MMDDYYYY	The voucher period in which the transaction affects a monthly subsidy voucher or payment. "DD" will always be "01."
						Enter the month, day, and year for which the regular tenant assistance payments are requested. This is the date that appears in Field 10 of the Form HUD-52670, Housing Owner's Certification and Application for Housing Assistance Payments. Complete this field for all transactions except for prevalidations. See Appendix 9 of HUD Handbook 4350.3 for further information.
						NOTE: This field does not apply to transactions where the subsidy type in Field 21 of the TENHR record (50059 data requirements) is either 4 or 5 [Section 236 or Section 221(d)(3) BMIR only, where there is no assistance contract.]
86		Secondary Subsidy Type	432	1	Alphanumeric	Valid values are: S = This family lives in a Section 236 project. B = This family lives in a BMIR project. Space = This family does not live in a Section 236 or BMIR project. NOTE: Space = Blank
87		Survivor Indicator	433	1	Alphanumeric	Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit. See Handbook paragraph 3-15.
						For TRACS purposes, the Survivor Indicator should be set to Yes, only if the originally qualifying member is deceased.
						Valid value is: "Y" = Yes

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
88		Waiver Type Code	434	4	Alphanumeric	Fill with blanks if not applicable.
					1	Valid values are:
						AGE = Age waiver for an elderly property
						INC = Income (For subsidy types other than Section 8) See Handbook paragraph 3-8.
						NEAR = Near Elderly
						DSBL = Waiver for a non-disabled person to move in to a property for the disabled (e.g. 811 PRAC)
						OTH = Other waiver not covered by the above codes.
						If more than one waiver applies, pick the first code that applies. The intent of this field is to indicate that an eligibility waiver has been granted by HUD. Proper documentation from the Field Office or HUD Washington should be kept in the tenant file.
89		Filler	438	8	Date	Formerly Move Into Unit Date
90		Filler	446	3	Alphanumeric	Formerly Other Preference Code
91	MOC	Baseline Certification Indicator	449	1	Alpha	This indicator is valued with "Y" when establishing a family in TRACS with an AR, IR, Move In or Initial Certification. A Correction can be a baseline. Without the baseline indicator, tenants can only be established in the TRACS database with an MI, IC or Correction. A baseline certification must have an effective date that is greater than or equal to the MAT10 certification in TRACS with the greatest effective date.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
92		Plan of Action Indicator	450	1	Alphanumeric	This indicator is valued with "2" or "6" if the project is either Title II or Title VI. This indicator will be used to modify the Section 8 edit to accept Plan of Action computations. This indicator is valued with: 2 = if the project is under Plan of Action Title II. 6 = if the project is under Plan of Action Title VI. Fill this field ONLY if the TTP or Tenant Rent has been reduced due to the Plan of Action phase-in rules.
93		HUD-Owned Indicator	451	1	Alpha	This indicator is valued with "Y" if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
94		Unit Transfer	452	1	Alphanumeric	The values are:
		Code				Space = Not a Unit Transfer
						1 = Transfer to another unit in the same project/contract
						2 = Transfer to a unit in the same project, but under another contract or subsidy
						type.
						3 = Transfer to a unit in another project/property. The subsidy type may or may
						not be the same in the new property. Any contract number would be different.
						Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is blank the (re) certification will be rejected.
						Neither the project number nor the contract number can change with a MAT70 unit transfer. If the project number changes, effect the transfer by moving the tenant out of his or her previous unit and use a Move-In Certification to establish the tenant in his or her new unit and fill this field with code 3. If the contract number or subsidy type changes (but not the project number) terminate the tenant and use an Initial Certification to establish the tenant in the new unit. Fill this field with Code 2. See MAT Guide Chapter 4 for guidance.
						A MAT70 should be submitted for a unit transfer where the tenant is not to be
0.5	MOG	D : II :	452	10	A1 1 .	recertified.
95	MOC	Previous Unit	453	10	Alphanumeric	The previous unit number is required if the (re) certification includes a unit
		Number				transfer and field 94 (Unit Transfer Code) is valued with either a 1 or a 2.
						Leave blank if not a unit transfer or if field 94 is valued with a 3.

TENANT ACCESSIBILITY QUALIFICATIONS: The owner or management agent must certify whether the family occupying the unit specified in the (re) certification requires the accessibility features of the unit.

NOTE: "Family, as used below, includes the Head, Spouse, Co-head, and Other Adult Family Members. (Relationship Codes H, S, K & O)

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
96	M	Mobility Impaired	463	1	Alphanumeric	Family is mobility impaired:
						Y = Yes
						N = No
97	M	Hearing Impaired	464	1	Alphanumeric	Family is hearing impaired:
						Y = Yes
						N = No
98	M	Visually Impaired	465	1	Alphanumeric	Family is visually impaired:
						Y = Yes
						N = No

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
99	M	Extenuating Circumstances (Formerly Tenant Unable to Sign Indicator)	466		Alphanumeric	Valid codes: 1 = Tenant unable to sign, certification submitted with a blank Tenant Signed Date. 2 = Late annual certification due to extenuating circumstances. Tenant may have been terminated. 3 = Late annual certification due to owner/agent delay. 4 = Late annual certification due to third party delay. 5 = Late annual certification. Court order requires restoration of subsidy on the recertification date. If the tenant reports on or after the recertification date, and establishes extenuating circumstances, submit an annual recertification with this field filled with "2" even if the tenant has already been terminated. In this case the Tenant signed date should be populated. If the tenant reported for recertification prior to the recertification date and the certification is being submitted on or after the recertification date where the delay is due to the owner/agent submit with code 3. If the delay is due to a third party, submit with code 4. Note: The Tenant Signed Date may be blank only for code 1—Tenant unable to sign. One of these codes must be filled for TRACS to allow an annual recertification to supersede a termination. If none of these circumstances apply, the tenant must be terminated for a minimum of one month.

(There is always a single basic record for each (Re) Certification)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
100		Do Not Check Eligibility	467	1	Alphanumeric	Applies only to move-in or initial certifications. Space if not applicable Y = Eligibility not checked. Examples: 1. If a tenant is transferred to a unit in a comparable project as a reasonable accommodation (Handbook 2-32.C.1.a) eligibility is not checked on the move-in certification. 2. For a contract combination, the tenant is first terminated from the old contract (Termination Code = CC) and an Initial Certification is done for the new contract. Eligibility is not checked on the Initial Certification. 3. Under Handbook paragraph 7-12.B.3, a tenant who fails to respond to a notice to provide information about changes in composition or income must be terminated (Termination Code = RI). When the tenant submits the information, their rent must be reduced (IC). Eligibility is not checked on this Initial Certification. Eligibility waivers should be dealt with in field 88.

MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "3."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	M	Member Number	7	2	Numeric	The head of household must have a member number of "01." Also, Field 7, Relationship Code, must be coded "H." No other family records for the household may contain these codes. Assign a member number to each family member. These member numbers will be used to associate income to specific family members. Zeros (00) are not valid.
4	M	Last Name	9	20	Alphanumeric	List the names (last name, first name, middle initial) of each person who lives in the unit, including persons with the following codes in Field 7,
5	M	First Name	29	20	Alphanumeric	Relationship Code: F and L. Enter the Middle Initial if the member has
6	MOC	Middle Initial	49	1	Alphanumeric	Note: Do not enter a Family Record for anticipated children due to pregnancy or adoption; for anticipated foster children; or for persons under the age of 18 who are being pursued for custody.

MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
7	M	Relationship Code	50	1	Alphanumeric	The head of household must have a relationship code of "H." See definition for member number, field #3.
						List persons living in the unit in the following order and state each person's relationship to the head by using one of the codes listed below. See Chapter 3 of HUD Handbook 4350.3 concerning the eligibility of families to assisted housing. Only the following codes may be entered.
						H-Head (There can be only one head. If there is a spouse or co-head, list the same person as head on each recertification, as long as that person resides in the household. List the other person as spouse or co-head on each recertification.)
						S- Spouse (There either can be a spouse or co-head, but not both.)
						K-Co-head (See paragraph 5-6 A for guidance on how to count emancipated minors.) For the Section 202/8, Section 202 PAC, and Section 202 PRAC and Section 811 PRAC projects, to qualify for admission/assistance, persons must be age 62 or, if disabled, at least 18 years old. Therefore, a head, spouse or co-head under the age of 18 would not occur in these programs.
						(continued)

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						D-Dependent. See paragraph 5-6 A of HUD Handbook 4350.3. count any member of the family currently living in the unit who is:
						-Age 17 or younger
						-18 or older and disabled or a full-time student.
						-Child temporarily absent due to placement in a foster home.
						-Child who is subject to joint custody agreement (lives in unit at least 50% of time).
						-Full-time student (regardless of age) away at school but lives with family during school breaks.
						-Child being adopted (or custody being sought) and currently living in unit.
						O-Other adult member of the family who is not the head, spouse or co-head and whose income is counted in determining the family's annual income. See paragraph 5-6. This member's status cannot be used to justify the family's eligibility for the elderly or medical allowances.
						F-Foster child under the age of 18 or child of a foster child. See paragraph 5-6 A. The income of a child in this category is not counted in determining the family's annual income; the child does not qualify the family for a dependent allowance nor are medical or handicap assistance expenses considered for children in this category. However, child care expenses for children in this category who are under the age of 13 are considered under the child.
						(continued)

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						L - Others Living in the Unit Who are not Members of the Tenant Family. See paragraph 5-6. Include, but not limited to foster adults, and live-in aides. See the regulatory definitions of these terms in the Glossary in HUD Handbook 4350.3. See also paragraph 3.6 E for guidance on live-in attendants. Persons in this category do not have rights under the lease. Persons in this category are not considered members of the family and their income is not counted in determining the family's annual income.
8		Sex Code	51	1	Alphanumeric	For each person listed, enter "F" for female or "M" for male.
9	M	Birth Date	52	8	Date MMDDYYYY	Enter month, day, and year for each person listed.

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10		Special Status Code	60	4	Alphanumeric	Completion of this field will help to indicate adjustments to annual income which the family is entitled to receive. In the future, this field will also provide information on elderly tenants who are frail.
						Enter any of the codes listed below which apply to family members identified in Field 7 (Relationship Code) as H,S,K, D, and O.
						Enter all codes below which apply. (See HUD Handbook 4350.3, Glossary, for the definitions of the terms "Elderly Family," "Elderly Person," "Disabled Family," and "Disabled Household.")
						E = Elderly Head, Spouse, Co-head (individual is at least 62 years old as of the effective date of this certification. (Such individual must have one of the following codes in Field 7: H,S, or K.)
						S = Full-time student who is at least 18 years old as of the effective date of this certification and who is not the Head, Spouse, Co-head. (Such individual must have been identified in Field 7 with Code D.)
						H = Family Member who is disabled. (Such individual must have been identified in Field 7 with one of the following codes: H,S,K, or D.)
						(continued)

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						F = Frail Elderly [Future Value.] J = Dependent whose custody is jointly shared by more than one family and who receives a dependent allowance along with a child care allowance where applicable (count toward unit size). C = Dependent whose custody is jointly shared by more than one family but who does not receive a dependent allowance. Such a person's child care expenses count toward the child care allowance where applicable (count toward unit size).
11	M	Identification Code	64	9	Alphanumeric	SSN or TRACS ID Number. Enter the 9-digit social security number of family members who are 6 years of age and older. Regulations do not require owners to enter social security numbers for children under six years of age; however, social security numbers should be entered if available. Do not use dashes. If the family member does not have a social security number, enter 999999999999999999999999999999999999

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12	MOC	Member Eligibility Code	73	2	Alphanumeric	Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N." It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message. Enter one of the following codes for each household member. Consult with
						handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.
						Note: Spaces = not applicable (BMIR, PAC, PRAC, Market)
						EC = individual is a citizen or national EN = individual is a noncitizen with eligible immigration status IC = Ineligible noncitizen child of a family head or spouse IN = Member is an Ineligible Non-Citizen. IP = Ineligible Parent of a Head of Household or Spouse. ND = No documentation submitted. For use when the family is receiving prorated assistance at admission. Member is treated as ineligible for proration purposes. PV = Individual's eligibility status is pending verification—documents have been submitted For use when the family is receiving prorated assistance at admission. Member is treated as eligible for proration purposes. XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of "F" or "L" for these individuals.
						XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of "F" or "L" for these individuals.

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13		Alien Registration Number	75	10	Alphanumeric	Enter the Alien Registration Number for each member of the family provided on the applicant or tenant declaration made regarding eligible immigration status. Do not enter dashes.
14		Filler	85	10	Alphanumeric	Formerly Occupation Description
15		Able To Work Care Code	95	2	Alphanumeric	Assistance provided so a household member can work. Valid codes are: "C" = Child Care "H" = Handicapped "CH" = Both Complete this field only if the family incurs child care or disability expenses that enable an adult family member to work. Consult with paragraph 5-10 of HUD Handbook 4350.3 on what expenses to count. Enter the code next to the income of the adult who is able to work as a result of the expense. C = An adult who is able to work because child care is available. H = Each adult who is able to work because handicapped assistance is available. [This field includes disabled.] CH = Each adult who is able to work because both child care and handicap assistance is available. The following income types in Field 4 can be used to determine the employment ceiling for child care and handicap care allowances: M,F,W, and B. EXAMPLE: Ms. Wright works two jobs (Nonfederal wages – W), earning \$10,000 and \$4,000 respectively. She pays for child care for the first job only. The owner would enter C by the \$10,000 amount but not by the

(There is a record in this section for each family member recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16	F	Care Received Care Code	97	2	Alphanumeric	
17		Ethnicity	98	1	Alphanumeric	Valid Ethnicity Codes 1 = Hispanic 2 = Non-Hispanic
18		Race - American Indian or Alaska Native	99	1	Alphanumeric	Y = American Indian or Alaska Native Otherwise leave blank
19		Race - Asian	100	1	Alphanumeric	Y = Asian Otherwise leave blank
20		Race - Black or African American	101	1	Alphanumeric	Y = Black or African-American Otherwise leave blank
21		Race - Native Hawaiian or Other Pacific Islander	102	1	Alphanumeric	Y = Native Hawaiian or Other Pacific Islander Otherwise leave blank
22		Race - White	103	1	Alphanumeric	Y = White Otherwise leave blank
23		Race - Other	104	1	Alphanumeric	Y = Other Otherwise leave blank

MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "4."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	M	Member Number	7	2	Numeric	Numeric starting with "01" for the Head of Household. The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record. Zeros (00) are not valid.
4	M	Code (Income Type)	9	4	Alphanumeric	Enter each source of income separately for each family member. Enter the source of income using the following codes: B = Business (including distributed profits and net income from business) CS = Child Support F = Federal Wage I = Indian Trust M = Military Pay G = General Assistance N = Other Non Wage Source (including alimony, unemployment benefits) PE = Pensions (including veterans pensions, military retirement, and income from all other pensions and annuities) SI = Supplemental Security Income (both personnel benefit and state supplements administered by SSA) (SSI) SS = Social Security (both personal and dual entitlements) T = TANF (Temporary Assistance for Needy Families) U = Unemployment W = Non-Federal Wage (including salaries, tips, commission bonuses, and other income from employment)

MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						EXAMPLE: Member 01 works three nonfederal jobs, paying \$10,000, \$4,000 and \$2,000, respectively. Enter each source of income separately and attribute Code W, Nonfederal Wage, to each: W - \$10,000; W - \$4,000; and W - \$2,000.
5	M	Amount (Income)	13	6	Numeric	If a family member has no income, do not submit an Income Record for that family member. Enter the amount anticipated to be received during the 12-month period following the Transaction Effective Date for each family member in accordance with paragraph 5-5 of HUD Handbook 4350.3. Do not include income from assets.
6		Filler	19	1	Alphanumeric	Formerly New Household Member Income Indicator
7		Filler	20	1	Alphanumeric	Formerly Newly Employed Income Indicator
8		SSN Benefits Claim Number	21	10	Alphanumeric	If this income is derived from social security benefits, code the claim number used to collect those benefits.
						Enter the social security claim number under which a family member receives income benefits only if it is different from that member's own number. NOTE: Enter the alpha/numeric suffix attached to the end of the social security claim number. Do not enter dashes.

MAT10 Section 5: Asset Record

(There is a record in this section for each asset recorded on the (Re) Certification.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Section Indicator	1	1	Numeric	Value must equal "5."
2	M	Record Number	2	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
3	F	Member Number	7	2	Numeric	Numeric starting with "01" for the Head of Household. The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record. Zeros (00) are not valid.
4		Description	9	20	Alphanumeric	List the type of each asset now owned and each asset disposed of for less than fair market value in the two years preceding the date in the Basic Record, Field 11, Transaction Effective Date,. Examples: 'checking account'; "savings account"; "IRA"; "Stamp collection."
5	M	Status	29	1	Alphanumeric	Classify each asset entered in Field 4 as follows: Enter C (for current), for an asset that the household currently owns. Enter I (for imputed), for any asset the family has disposed of that must still be counted in accordance with HUD Handbook 4350.3. An imputed value is used for these assets, since they have already been disposed of and there is no actual income.
6	M	Cash Value Amount	30	6	Numeric	May be zero Enter the cash value of each asset listed in Field 4, Description (Asset). Refer to Handbook paragraph 5-7 on valuing assets.
7		Actual Yearly Income Amount	36	6	Numeric	Refer to 4350.3 for the details on how to perform this calculation. For each asset identified in Field 4, enter the actual yearly income anticipated to be received by the family.
8	МОС	Date Divested	42	8	Date MMDDYYYY	The date the family disposed of the asset. Required if Field 5, Status = I.

MAT			Start	Field		Definitions and Edits
Field	Note	Field Name	Position	Lengtl	Field type	
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT15"
2	M	Release/ Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C" TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	MOC	Head Of Household ID	18	9	Alphanumeric	 The SSN/TRACS ID of the Head of Household. Enter 999999999999999999999999999999999999
5	мос	Head Last Name	27	20	Alphanumeric	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
6	MOC	Head First Name	47	20	Alphanumeric	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.
7	MOC	Head Middle Initial	67	1	Alphanumeric	Fill if the unit is occupied (Head Of Household ID is not blank) and the Head has a Middle Initial. Not required for unoccupied units.
8	MOC	Head Birth Date	68	8	Date MMDDYYYY	Required if the unit is occupied (Head Of Household ID is not blank). Not required for unoccupied units.

MAT			Start	Field		Definitions and Edits
Field	Note	Field Name	Position	Lengtl	Field type	
9	F	Building ID	76	19	Alphanumeric	
10	МОС	Unit Number	95	10	Alphanumeric	 Unit Number is Mandatory for a MAT15 Unit Address Add/Update transaction. It is not required for a Tenant Mailing Address. Unit Number must be entered using a standard format for the project that meets the "unique within a project" requirement. This must be the same format used when "Unit Number" is entered in (re) certifications (MAT10), move-outs (MAT40) and unit transfers (MAT70).
11	MOC	Previous Unit Number	105	10	Alphanumeric	The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Number or Address. This field must be populated for unit address change transactions, using the previous Unit Number exactly as it was submitted to TRACS. The Previous Unit Number is required even if the Unit Number is not the address element being changed. The previous unit number is also required when using the MAT15 to renumber units within the project. The MAT15 will be rejected if TRACS cannot find the previous unit number.
12	M	Address Type	115	1	Alphanumeric	Identifies Unit or Mailing Address. A Head of Household ID Code is required for mailing addresses. Values are: "U" = Unit Address "M" = Mailing Address (if different from Unit Address)
13	M	Transaction Type	116	1	Numeric	Valid Transaction Type action by Owner / Agents are: 1 = Address Deletion 2 = Address Add/Update (Used for both initial loads and updates) 3 = Renumber Unit

MAT			Start	Field		Definitions and Edits
Field	Note	Field Name	Position	Lengtl	Field type	
14	MOC	First Address	117	45	Alphanumeric	First Address Line is required for an Address initial load or update. It
		Line				should contain the unit number meeting the requirements for mail delivery
						by the USPS. For a tenant mailing address, the First Address Line can be
						used for a "care of" or "attention" name. First Address Line is not required
						for an Address Deletion.
15		Second Address	162	45	Alphanumeric	Second Address Line.
		Line				
16		Third Address	207	45	Alphanumeric	Third Address Line.
		Line				
17	MOC	City Name	252	28	Alphanumeric	Required on an Address Load or Address Update transaction.
18	MOC	State Code	280	2	Alphanumeric	Required on an Address Load and an Address Update transaction.
19	MOC	Zip - 5	282	5	Numeric	Required on an Address Load and an Address Update transaction. For
						codes see United States Postal Services Publication 65, available from local
						post office.
20		Zip - 4	287	4	Numeric	Must enter all zeros when no ZIP-4 is provided.
21	MOC	Mobility	291	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's
		Accessibility				accessibility status for tenants with mobility impairments.
		Code				Values are:
						Y = Accessible for Mobility Impaired
						N = Not accessible for Mobility Impaired.
22	MOC	Hearing	292	1	Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's
		Accessibility			_	accessibility status for tenants with hearing impairments.
		Code				Values are:
						Y = Accessible for the Hearing Impaired
						N = Not accessible for the Hearing Impaired.

MAT Field	Note	Field Name	Start	Field Length	Field type	Definitions and Edits
Field 23	MOC MOC	Field Name Visual Accessibility Code	Position 293	Lengtl 1	Field type Alphanumeric	Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with visual impairments. Values are: Y = Accessible for the Visually Impaired N = Not accessible for the Visually Impaired.

MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions, please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT40."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Value = MO
5	M	Head of Household ID Code	20	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999999999999999999999999999999
6	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date (Formerly Move Out Date)	78	8	Date MMDDYYYY	The date the tenant moved out of the project. This is the last day of subsidy. Move-Out (MO): The last full date a tenant remains in occupancy. When a tenant moves midday, the move-out date is the day prior. For move-outs without notice, enter the date management takes possession of the unit. For the death of the sole family member, enter the date provided by paragraph 9.12 E in HUD Handbook 4350.3 which is the earlier of a) 14 days after the tenant died; or b) the day the unit was vacated.

MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions, please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	Unit Number	86	10	Alphanumeric	The unit from which the tenant moved. The unit number must exist in the TRACS address table and be associated with the tenant moving out: otherwise, a discrepancy message will be returned to the sender.
12	F	Building ID	96	19	Alphanumeric	The building from which the tenant moved.
13	M	Move Out Code	115	3	Alphanumeric	The valid codes are: 1 = Owner initiated for nonpayment of rent (8-13.A.5) 2 = Owner initiatedother 3 = Tenant initiatedother 4 = Death of sole family member 5 = Unit Transfer between two projects. See MAT Guide Chapter 4. 6 = Reserved for TRACS use only (HQ Move Outs) 7 = Tenant Skipped 8 = Tenant provided less than 30-day notice 9 = Failure to submit information (8-13.A.1) 10 = Tenant abandoned unit (6-9.B.2) (8-13.A.2) 11 = Extended Absence (6-9.B.2) (8-13.A.2) 12 = Tenant evicted due to fraud (8-13.A.3) 13 = Repeated minor violations (8-13.A.4) 14 = Drug abuse or other criminal activity (8-14) 15 = Failure of Obligations under a State or Local Landlord and Tenant Act (8-15) 16 = Pet Rule Violation (6-10.E) Note: the references in parentheses above are to Handbook 4350.3 Rev-1.

MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions, please refer to **Chapter 4 – TRACS Operating Tips**.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
14	МОС	Date of Death	118	8	Date MMDDYYYY	Required if the Move-Out Code is "4." The unit is to be vacated within 14-days of the date of death of the sole household member. TRACS will generate a discrepancy if the Move-Out Date is greater than 14-days following the date of death.
15	МОС	Voucher Date	126	8	Date MMDDYYYY	The voucher period in which the move-out adjustment is reflected. NOTE: "DD" is always "01". Not required for Section 236, BMIR or Market.
16	F	Correction Type	134	1	Alphanumeric	1 = Reserved 2 = Corrects Owner/Agent Error 3 = Corrects tenant misreporting error
17	F	Transaction Effective Date of Move-out Being Corrected	135	8	Date MMDDYYYY	This is a "MOC" field. It must be populated if the Correction Type is populated. For corrections to Move-outs, enter the Transaction Effective Date of the full certification to which the move-out was applied. If the move-out was applied to the wrong certification occurrence, delete the move-out (MAT20) and resubmit with the appropriate Transaction Effective Date in the Move-out transaction

MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT65."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Value = TM
5	M	Head of Household ID Code	20	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999999999999999999999999999999
6	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date MMDDYYYY	
10	M	Transaction Effective Date (Formerly Term Effective Date)	78	8	Date MMDDYYYY	The date this termination became or will become effective. This is the last day of subsidy—not the first day of no subsidy. See Chapter 8, Section 1: Termination of Assistance, of HUD Handbook 4350.3.

MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	Termination Code	86	3	Alphanumeric	Valid Termination Codes: TI = TTP Equals/Exceeds Gross Rent or moving to market rent (Section 236 and BMIR) (8-5.C) TC = Did not supply citizenship/eligible alien documentation TR = Did not re-certify on time. Tenant required to pay market rent. (8-5.A) FD = Tenant submitted false data—formerly TF RT = Tenant refused to transfer as agreed—formerly TF (8-5.D) CE = Subsidy contract expired-not renewed. Note: not for use when renewal is delayed CC = Subsidy contract combined with a renewal contract—formerly CE RC = Refused to sign consent/verification forms (8-5.B) (3-11) MS = Termination due to moving from market rent to subsidy Note: Use when moving from any market rent situation (Section 236, BMIR, Subsidy type 0, or where the subsidy amount = 0) to either another subsidy type or to a subsidized or assisted rent. RI = Failure to provide required information at recertification (8-5.A) (3-9) Note: includes failure to report for interim recertification (7-12) NE = Unable to establish citizenship or eligible status (8-5.E) (8-7.C) IR = Allowed an Ineligible Individual to Reside in a Unit (8-7.D) Note: Termination must be for a minimum of 24 months RM = Ineligible Remaining Member (3-15) The following codes are reserved for HUD use only. EN = Contract terminated for enforcement action. HQ = TRACS generated termination for failure to recertify, submit a termination or move-out. May be superseded by an annual recertification with extenuating circumstances. (continued)

MAT65 Termination Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
						The following code is reserved for Contract Administrator use only: CA Termination generated by Contract Administrator for failure to recertify on time. Submit a termination or a move out. May be superseded by an annual recertification with extenuating circumstances. Note: LR = Did not re-certify on time. This is a legacy code applicable only to transactions with effective dates less than or equal to the TRACS 2.0.1.B to 2.0.2.C
						transition date. Note: See (Reference) for a discussion on the use of the TI and MS codes.
12		Description	89	78	Alphanumeric	Free form text.
13	F	Building ID	167	19	Alphanumeric	The building in which the tenant lives.
14	M	Unit Number	186	10	Alphanumeric	The unit in which the tenant lives.
15	MOC	Voucher Date	196	8	Date	The date of the voucher in which the termination is reflected.
					MMDDYYYY	NOTE: "DD" is always "01".
						Not required for Section 236 or BMIR.
16	F	Correction Type	204	1	Alphanumeric	1 = Reserved 2 = Corrects owner/agent Error 3 = Corrects tenant misreporting error
17	F	Transaction Effective Date of Termination Being Corrected	205	8	Date MMDDYYYY	This is a "MOC" field. It must be populated if the Correction Type is populated. For corrections to Terminations, enter the Transaction Effective Date of the full certification to which the termination was applied. If the termination was applied to the wrong certification occurrence, delete the termination (MAT20) and resubmit with the appropriate Transaction Effective Date in the termination transaction

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT70."
2	M	Release/Version	6	7	Alphanumeric	Value must equal "2.0.2.C."
		Number				TRACS Release = 2.0.2.
						TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and
						incremented by 1 for each record submitted under the TENHR.
4	M	Transaction Type	18	2	Alphanumeric	Values are:
						GR = Gross Rent Change
						UT = Unit Transfer
						NOTE: Unit Transfers can only be used if the project number and
						contract number do not change. Otherwise, a Move Out and an
						Initial Certification is used to effect the transfer.
5	M	Head Of Household	20	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the
		ID Code				head of household has no SSN/TRACS ID, and enter the Head of
						Household's name and birth date.
6	M	Head Last Name	29	20	Alphanumeric	
7	M	Head First Name	49	20	Alphanumeric	
8	MOC	Head Middle Initial	69	1	Alphanumeric	Required if the Head has a Middle Initial.
9	M	Head Birth Date	70	8	Date	
					MMDDYYYY	
10	M	Transaction	78	8	Date	The date this transaction (gross rent change or unit transfer) is effective.
		Effective Date			MMDDYYYY	
						Unit Transfer Transaction (UT): The date this transaction (rent change
						or unit transfer) is effective. This is the first day in the new unit.
						Gross Rent Change (GR): This is the effective date of Gross Rent Change.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	Unit Number	86	10	Alphanumeric	For UT, the unit into which the tenant is moving. For GR, the unit occupied by the tenant. The unit number must be unique within a project.
12	F	Building ID	96	19	Alphanumeric	The building into which the tenant is moving.
13		Security Deposit	115	6	Numeric	The amount of security deposit for a Section 8 tenant to be collected on the unit the family is moving into. This value includes any amounts transferred from the previous unit. The security deposit is set at move in and is not changed. The amount is equal to one month's TTP or \$50 whichever is greater. The amount submitted will replace the Security Deposit originally submitted in this Tenant's MAT10.
14	M	New Contract Rent Amount	121	6	Numeric	Fill this field for all MAT70 records. Contract/Basic Rent. Enter the rent HUD or the Contract Administrator has approved for this unit. The Contract Rent is the Section 8 RAP Contract Rent, the Section 236 Basic Rent, the Section 221(d)(3) BMIR Rent or the Rent Supplement unit rent, as applicable. Obtain this amount from the project's Rental Schedule (Form HUD-92458) or subsidy contract. For Section 202 PAC or PRAC and Section 811 PRAC projects, if the tenant pays utilities separately, enter the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, enter the operating rent. Enter market rent for Subsidy Type 0.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
15	M	Tenant Rent	127	6	Numeric	Fill this field for all MAT70 records. Zeros allowed.
						Submit a prorated amount for prorated tenant.
						The amount payable monthly by the family as rent to the owner.
						 Where all utilities (except telephone) and other essential housing services are supplied by the owner, tenant rent equals total tenant payment.
						 Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner, tenant rent
						equals total tenant payment less the utility allowance.
16	M	Total Tenant Payment	133	6	Numeric	Fill this field for all MAT70 records. Zeros allowed.
						Submit a prorated amount for prorated tenant.
						The total amount the HUD rent formula requires the tenant to pay toward
						the gross rent. Total Tenant Payment is computed in accordance with
						the formula in Handbook Exhibit 5-9.
						Enter 0 if not applicable (Section 236, BMIR, and Market).
17	M	Gross Rent	139	6	Numeric	Fill this field for all MAT70 records.
						The sum of the contract rent and any utility allowance. If there is no
						utility allowance, the gross rent equals the contract rent. For Section 202
						and Section 811 PRAC projects, the gross rent is referred to as the operating rent.
						Enter total of Contract/Basic Rent and Utility Allowance.

MAT	Note	Field Name	Start	Field	Field Type	Definitions and Edits
Field 18		Utility Allowance Amount	Position 145	Length 6	Numeric	Fill this field for all MAT70 records. Zeros allowed.
		Amount				HUD's or the Contract Administrator's estimate of the average monthly utility bills (except telephone) for an energy-conscious household. The estimate considers only utilities paid directly by the tenant. If all utilities are included in the rent, there is not a utility allowance. Utility allowances vary by unit type and are listed on the project's rent schedule or HAP contract.
						If all utilities are included in the rent, enter 0. Otherwise, enter the amount HUD or the Contract Administrator has approved for this unit type. This amount can be obtained from the project's Rental Schedule (Form HUD-92458) or subsidy contract.
19		Utility Reimbursement	151	6	Numeric	Fill this field for all MAT70 records where applicable except for Section 236, BMIR, and Market certifications where the field should be filled with zeros.
						The amount, if any, by which the utility allowance for a unit exceeds the total tenant payment for the family occupying the unit.
						NOTE: If this is a mixed family as defined in paragraph 3-12 B.5, Restrictions on Assistance to Noncitizens (or later instruction), consult with Chapter 5 on how to complete this item.
						Submit prorated amount for prorated tenant. Prorated amounts are for noncitizen households only.

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
20	M	Assistance Payment Amount	157	6	Numeric	Required except for Section 236, BMIR, and Market certifications. NOTE: Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g00045. Positive values are unsigned. The monthly amount that HUD pays toward a tenant's rent and utility costs. These payments include Rent Supplement, RAP, PAC, PRAC, and Section 8 regular monthly payments. Enter 0 if not applicable. A negative assistance payment amount is only valid for a PRAC unit. Submit prorated amount for prorated tenant.
21	МОС	Voucher Date	163	8	Date (MMDDYYYY)	The date of the voucher being affected by the Unit Transfer or Gross Rent Change. Note: "DD" is always "01." Not required for Section 236 or BMIR.
22	MOC	Previous Unit Number	171	10	Alphanumeric	The Previous Unit Number is required if the MAT70 is a unit transfer.

TENND Tenant Batch Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "TENND."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record including the TENND. Each TENND must be paired with a preceding TENHR.

TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Literal	1	27	Alphanumeric	Value "Processing Mailbox ID: @*@."
2	M	Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID)
3	M	Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID)
4		Record Identifier	48	5	Alphanumeric	Value "TENER."
5		Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
6		Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7		Original Date Stamp	65	8	Date MMDDYYYY	MMDDYYYY - The date stamp of the original transmission to which these error records apply.
8		Original Time Stamp	73	6	Time	HHMMSS - The time stamp of the original transmission to which these error records apply.
9		Tenant Number	79	10	Alphanumeric	If field #10 contains the value "MAT10," then this is the tenant number, which was sent with the 50059 in error. The value is left justified and space filled.
10		Record Type Error	89	5	Alphanumeric	Contains the MAT record type in error such as "MAT10" for an error in a 50059.
11		Record Section Error	94	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.

M = Mandatory field; has a value not equal to spaces or zeros MOC = Mandatory on condition(s) F = Future field; TRACS will value with the appropriate fill characters

TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12		Record in Error Record Number	95	5	Numeric	Contains the sequential record number of the record in error.
13		Field Number in Error	100	4	Numeric	Contains the field number of the field within the record that has the error.
14		Field Contents in Error	104	50	Alphanumeric	Contains the field contents in error. Field contents are truncated after 50 characters. In some cases this field may contain a message instead of field contents. This message will be prefixed by "MSG;" for example, "MSG: MISSING HEAD OF HOUSEHOLD."
15		Type Field Error	154	2	Alphanumeric	Values: C, D, F, H, N, P, T, X,, A1, A2, A3, A4, A5, A6, A7, A8, A9 or 1 Space = not field error See Appendix C of the MAT User Guide for associated message.
16		Type Mandatory Error	156	2	Alphanumeric	Values: G, J, K, L, M, S, V, Z, 2, 3, 4, 5, 6, or 9 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
17		Transmission Record Count Error	158	2	Alphanumeric	Values: E, O, Q, R or 7 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
18		Site Reported Count	160	6	Numeric	If field 17 contains "E" or "Q," this will be the site reported value.

TENER Tenant MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
19		MAT Calculated Count	166	6	Numeric	If field 17 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in TENHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then field #18 in this record (TENER) will contain 20 and field #19 will contain 19.)
20		Error Message Text	172	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in Attachment C.

TENTR Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Literal	1	27	Alphanumeric	Value "Processing Mailbox ID: @*@."
2	M	Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID)
3	M	Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID)
4		Record Identifier	48	5	Alphanumeric	Value "TENTR"
5		Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
6		Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7		Original Date Stamp	65	8	Date MMDDYYYY	MMDDYYYY - The date stamp of the original transmission to which these error records apply.
8		Original Time Stamp	73	6	Time	HHMMSS - The time stamp of the original transmission to which these error records apply.
9		Error Date Stamp	79	8	Date MMDDYYYY	MMDDYYYY - The date stamp of this transmission.
10		Error Time Stamp	87	6	Time	HHMMSS - The time stamp of this transmission, not the actual time transmission occurred.

TENTR Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11		OA-Defined Data	93	20	Alphanumeric	The same value as contained in the TENHR field #6.
12		Sender Name	113	15	Alphanumeric	Sender's name.
13		Sender Street Address	128	20	Alphanumeric	Sender's address.
14		Sender City	148	15	Alphanumeric	Sender's city.
15		Sender State	163	2	Alphanumeric	Sender's state.
16		Sender Zip Code	165	5	Numeric	Sender's zip code.
17		Total Number Error Records	170	6	Numeric	The total number of type TENER records sent.
18		Total Number of Field Errors	176	6	Numeric	The total number of field edit errors.
19		Total Number of Mandatory Errors	182	6	Numeric	The total number of mandatory field errors.
20		Total Number of Record Count Errors	188	6	Numeric	The total number of record count errors.
21		OA Software Vendor	194	20	Alphanumeric	Name of the software product used by the OA to create this submission.
22		OA Software Release/Version	214	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
23		CA Software Vendor	224	20	Alphanumeric	Name of the software product used by the CA or third-party to create this submission.

TENTR Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
24		CA Software Release/Version	244	10	Alphanumeric	The release or version number associated with the software used to create this file.
25		Agency Defined Data	254	20	Alphanumeric	Data defined by the CA or other entities receiving submissions and forwarding them to TRACS.

CHAPTER 6 TRACS MAT VOUCHER/PAYMENT SYSTEM RECORD FORMATS AND DEFINITIONS

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Must equal "VCHHR."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under this VCHHR. Multiple VCHHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each VCHHR must be paired with a VCHND occurring prior to the next VCHHR.
4	M	Date Stamp	18	8	Date (MMDDYYYY)	This is a system date stamp representing the date this file was created by its originator. No dashes or spaces should be used in this field.
5	M	Time Stamp	26	6	Time (HHMMSS)	This is a system time stamp inserted in the header record when the file is created by its originator. No colons should be used in this field.
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. The contents of this field will be returned in the HUD transmission acknowledgment. Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.
7	M	Sender Name	52	15	Alphanumeric	Sender's name.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	M	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT30	109	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30s are submitted in this transmission, but MAT31s are submitted. NOTE: Must equal "1" or "0" (zero).
13		Number MAT31	114	5	Numeric	The number of MAT31 Delete Voucher records in this transmission. Enter zero if there are no MAT31s.
14	F	Number MAT35	119	5	Numeric	Value must equal zero.
15		Filler	124	25		
16		Project Name	149	35	Alphanumeric	Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR. Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
17	M	Subsidy Type	184	1	Alphanumeric	TRACS will use this subsidy type for all transactions under this VCHHR. Valid codes are: 1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202 PAC
18	F	Property ID	185	10	Numeric	
19	MOC	Project Number	195	8	Alphanumeric	Mandatory for Rent Supplement, RAP, PAC and PRAC subsidy types. Project Number is also required for Section 8 contracts associated with projects that have an FHA project number. TRACS will use this project number for all transactions under this VCHHR. The project number submitted must match the project number in the TRACS Project database. NOTE: Do not use "0000FMHA" as a project number in FmHA projects. Do not enter a project number for FmHA projects. Sample entries are provided below: FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001Nl
20	МОС	Contract Number	203	11	Alphanumeric	Mandatory for Section 8, 202 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this VCHHR. The contract number submitted must match the contract number in the TRACS Contract database.
21	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission including this header record and the VCHND record. A physical record is each VCHXX, each MATXX record, and each section record for those MATXX records that have section records.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
22	M	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Example: TRACM12345 (Formerly Mailbox ID).
23	M	OA Transmission Date	230	8	Date (MMDDYYYY)	This is a system date stamp representing the date this file was created by the Owner or Agent to send to TRACS or the CA. No dashes or spaces should be used in this field. NOTE: If the electronic MAT30 or MAT31 submission originates with the OA or its agent, a CA is not to overwrite this field. If the submission originates with the CA (no MAT30s submitted by OA) this date and the CA Transmission Date (Field # 28) are the same.
24	M	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed inhouse, enter "Developed In-house". Note: This field should not be entered manually. It should be emitted by the software generating the record.
25	M	OA Software Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.
		The following	fields are re	equired for	CAs or entities rece	eiving submissions and forwarding them to TRACS
26	МОС	CA ID	268	5	Alphanumeric	Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model: Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
27		Filler	273	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
28	MOC	CA Transmission Date	283	8	Date (MMDDYYYY)	Mandatory for CA or other entities receiving submissions and forwarding them to TRACS. This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
29	МОС	CA Software Vendor	291	20	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house." Note: This field should not be entered manually. It should be emitted by the software generating the record.
30	МОС	CA Software Release/Version	311	10	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.
31		Agency Defined Data	321	20	Alphanumeric	Reserved for CA or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
32	MOC	Elderly Type	341	3	Alphanumeric	Valid Codes:
						231 = the project is covered by Section 231. See Handbook 4350.3 paragraph 3-18. 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See Handbook 4350.3 paragraph 3-19. Otherwise leave blank.

MAT30 Section 1: Assistance Payment Header Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT30."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version =C
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	M		Section 2 Summary Count	19	4	Numeric	Number of basic records. Value must equal "1."
6	F	52670 #9.a	Section 3 Regular Payment Count	23	4	Numeric	Number of regular payment records.
7	F	52670 #9.b	Section 4 Adjustment Payment Count	27	4	Numeric	Number of adjusted payment records.
8		52670 #9.c	Section 5 Approved Special Claims Count	31	4	Numeric	Number of Special Claims records.
9			Section 6 Miscellaneous Accounting Count	35	4	Numeric	Number of Miscellaneous Accounting Transaction records.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Voucher ID	7	10	Numeric	If voucher is a first time submission for the contract number and voucher month/year, must enter 999999999999999999999999999999999999
4	M	52670 #8.a	Voucher Date	17	8	Date (MMDDYYYY)	Enter the month and year for which the assistance is requested. NOTE: DD is always "01."
5		52670 #5a	Management Agent Name	25	35	Alphanumeric	Enter the agent's company name.
6		52670 #5b	Employer Identification Number (EIN)	60	9	Alphanumeric	Management Agent EIN Number

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
7	М	52670 #6.a	Total Units in Contract (Formerly Units In Contract)	69	4	Numeric	Zero can be a valid entry. Maximum number of residential spaces for which assistance may be claimed under the contract. If multiple occupancy is permitted, then the type of residential space qualifying for assistance—e.g., "beds"—must be specified in the assistance contract.
8	M	52670 #6.b	Number of Units Receiving Subsidy (Formerly Contracted Units Receiving Subsidy)	73	4	Numeric	Zero can be a valid entry. The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.
9	M	52670 #6.c	Number of Units Abated	77	4	Numeric	Zero can be a valid entry. Residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g. due to natural disaster or health and safety reasons. Note: New field in 2.0.2.C
10	M	52670 #6.d	Number of Units Vacant (Formerly Contracted Units that are Vacant)	81	4	Numeric	Zero can be a valid entry. The numbers of residential spaces in (6a.) that are no longer occupied.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	52670 #6.e	Contracted Units Occupied by Market Rent Tenants	85	4	Numeric	Zero can be a valid entry. The number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.
12		52670 #7.a	Project-Based Exceptions in Use (Formerly Exception Used Project Count)	89	4	Numeric	Project Based Exceptions In Use. Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
13		52670 #7.b	Project-Based Exceptions Allocated (Formerly Exception Allocated Project Based Count)	93	4	Numeric	Enter the number of exceptions the HUD Field Office has: 1. Approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and 2. NOT taken back.
14		52670 #7.c	Tenant-Based Exceptions in Use (Formerly Exception Used Tenant Based Count)	97	4	Numeric	Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".
15		52670 #7.d	Total Exceptions (Formerly Total Exception Count)	101	5	Numeric	Add 7b and 7c.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16		52670 #7.e	Project-Based Exceptions – Date Last Changed (Formerly Exception Last Change Date)	106	8	Date (MMDDYYYY)	Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Leave space blank if HUD has never given this contract any project-based exceptions.
							Note: the Low Income Tenant Units field (#16) has been dropped from the voucher. Field positions starting with field 17 are unchanged from the 2.0.1.B positions.
17	M	52670 #9.a	Unit Regular Billing Count	114	4	Numeric	Number of Units Requesting Regular Assistance Payment. Zero can be a valid entry.
18	M	52670 #10.a	Regular Tenant Assistance Payments (Formerly Total Regular Payment Amount)	118	10	Numeric	Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive values are unsigned.
19	M	52670 #9.b	Unit Adjusted Billing Count	128	4	Numeric	Number of units requesting an adjusted Assistance Payment. Zero can be a valid entry.
20	M	52670 #10.b	Adjustments to Regular Tenant Assistance Payments (Formerly Total Adjusted Payment Amount)	132	10	Numeric	Amount of adjusted Assistance Payment requested. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575.
21	M	52670 #9.c	Special Claim Unit Billing Count	142	4	Numeric	Sum of Special Claims Units. Zero can be a valid entry.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
22	M	52670 #10.c.i	Unpaid Rent (Formerly Total Approved Unpaid Rent Special Claims Payment Amount)	146	10	Numeric	Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
23	M	52670 #10.c.ii	Tenant Damages (Formerly Total Approved Tenant Damages Special Claims Payment Amount)	156	10	Numeric	Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.
24	M	52670 #10.c.iii	Rent-Up Vacancies (Formerly Total Approved Rent-up Vacancy Special Claims Payment Amount)	166	10	Numeric	Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
25	M	52670 #10.c.iii	Regular Vacancies (Formerly Total Approved Regular Vacancy Special Claims Payment Amount)	176	10	Numeric	Sum of Approved Regular Vacancy Special Claim Amounts. Zero can be a valid entry.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
26	M	52670 #10.c.iv	Debt Service (Formerly Total Approved Debt Service Special Claims Payment Amount)	186	10	Numeric	Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
27	M	52670 #10.d	Total Amount of Miscellaneous Accounting Requests	196	10	Numeric	Sum of Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive numbers are unsigned.
28	M	52670 #10.e	Total Subsidy Authorized (Formerly Total Voucher Amount)	206	10	Numeric	Permit negatives. Total of all amounts in 52670, Part III, Column 10. NOTE: Enter negatives as right-justified, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.
29	M	52670 Part V	Owner Name	216	45	Alphanumeric	
30	M	52670 Part V	Owner Signed Name	261	45	Alphanumeric	Signed name.
31		52670 Part V	Owner Signed Title	306	20	Alphanumeric	Signed title.
32	M	52670 Part V	Owner Signed Date	326	8	Date (MMDDYYYY)	

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
33		52670 Part V	Owner Signed Phone Number	334	16	Alphanumeric	Signer's phone number.
			The follo	owing fields ar	e mandatory t	for CA-submitted v	rouchers
34	MOC	52670 #11.a	Total Regular Payment Amount Approved by CA	350	10	Numeric	Contract Administrator Use Only Amount of Regular Assistance Payment approved by the CA. Permit negatives. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive values are unsigned.
35	MOC	52670 #11.b	Total Adjusted Payment Amount Approved by CA	360	10	Numeric	Contract Administrator Use Only Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive values are unsigned.
36	МОС	52670 #11.c.i	CA Approved Unpaid Rent Special Claims Payment Amount	370	10	Numeric	Contract Administrator Use Only Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
37	МОС	52670 #11.c.ii	CA Approved Tenant Damages Special Claims Payment Amount	380	10	Numeric	Contract Administrator Use Only Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
38	MOC	52670 #11.c.iii	CA Approved Rent-up Vacancy Special Claims Payment Amount	390	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
39	MOC	52670 #11.c.iii	CA Approved Regular Vacancy Special Claims Payment Amount	400	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Zero can be a valid entry
40	МОС	52670 #11.c.iv	CA Approved Debt Service Special Claims Payment Amount	410	10	Numeric	Contract Administrator Use Only Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
41	MOC	52670 #11.d	Total Amount of Miscellaneous Accounting Requests Approved by CA	420	10	Numeric	Contract Administrator Use Only Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive values are unsigned.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
42	MOC	52670 #11.e	Total Voucher Amount Approved by a CA	430	10	Numeric	Contract Administrator Use Only Permit negatives. This amount includes the sum of CA Approved Regular Payment Amount (field #34) and CA Approved Adjusted Payment Amount (field #35), CA Approved Special Claim Amounts (#36 through #40) and the CA Approved Miscellaneous Accounting Requests (#41). NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –0000000575.
				Distribution of	f Subsidy Am	ount CA-Use Only	
43	мос	52670 #12	Amount Applied to Mortgage	440	10	Numeric	The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage. Note: This amount assumes two decimal positions.
44	мос	52670 #13	Amount Applied to Debts	450	10	Numeric	The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor. Note: This amount assumes two decimal positions.
45	мос	52670 #14	Amount Paid to Project	460	10	Numeric	The amount paid to the project. Note: This amount assumes two decimal positions.
46	MOC	52670 #15	Amount Released from Reserves	470	10	Numeric	The dollar portion of Total Subsidy Authorized (III.5) released from the Residual Reserve Account. Note: This amount assumes two decimal positions.
47	MOC	CA Monitor	Voucher Approved Date	480	8	Date (MMDDYYYY)	Date Voucher was approved. Data Required for CA Monitoring

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
48	MOC	CA	Amount of Correction	488	10	Numeric	Amount of overpayment or underpayment (negative)
		Monitor					Data Required for CA Monitoring
							NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive values are unsigned.

MAT30 Section 5: Approved Special Claim

(Submit one Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Values must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Claim Type Code	7	1	Alphanumeric	Values are: 1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	M		Claim ID	8	14	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. PB-RFP CAs use the 800 series CA ID in the first five positions. 'Old' CAs use "1299" in the first four positions.
5	M		Claim Amount	22	10	Numeric	

MAT30 Section 6: Miscellaneous Accounting Request (Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "6."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Misc. Request Type	7	4	Alphanumeric	Value Codes are: SERV = Service Coordinators DRUG = Drug Related Expenses FORQ = Field Office initiated accounting adjustment OARQ = Owner/Agent initiated accounting adjustment Note: The following request type is valid only when submitted by a PB CA to report the amount of Interest Earned on the specific Project Account to HUD. INTA= Interest adjustment submitted by PB CA Note: The following request type is valid only when submitted by a CA to request an admin fee payment. ADMN= Amount of admin fee for a contract.
4	M		Misc. Request Amount	11	10	Numeric	Permit negative. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g000000575. Positive values are unsigned.
5			Comment	21	78	Alphanumeric	

MAT31 Delete Voucher Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT31."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Voucher ID	18	10	Numeric	Submit the Voucher ID for the voucher to be deleted.
5	M	52670 #10.1	Voucher Date	28	8	Date (MMDDYYYY)	NOTE: DD is always "01." Voucher date of the voucher being deleted.
6	M	52670 Part V	Owner Name	36	45	Alphanumeric	
7	M	52670 Part V	Owner Signed Name	81	45	Alphanumeric	

VCHND Voucher Batch Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits	
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "VCHND."	
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C	
. 3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record including the VCHND. Each VCHND must be paired with a preceding VCHHR.	

VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Literal	1	27	Alphanumeric	Value: "Processing Mailbox ID: @*@"
2	M	Sender's Telecom Address	28 10		Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The format is "TRACMnnnnn".
3	M	Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The last 5-positions are the HUD assigned number. (The last 5-positions are the HUD assigned number. The format is 'TRACMnnnnn'.
4		Record Identifier	48	5	Alphanumeric	Value: "VCHER."
5		Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
6		Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7		Original Date Stamp	65	8	Date (MMDDYYYY)	The date stamp of the original transmission to which these error records apply.
8		Original Time Stamp	73	6	Time (HHMMSS)	The time stamp of the original transmission to which these error records apply.
9		Filler	79	10		Blank
10		Record Type Error	89	5	Alphanumeric	Value: "MAT30," "MAT31," "VCHHR" or "VCHND."
11		Record Section Error	94	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.

VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12		Record In Error Record Number	95	5	Numeric	Contains the sequential record number of the record in error.
13		Field Number In Error	100	4	Numeric	Contains the field number of the field within the record that has the error.
14		Field Contents In Error	104	50	Alphanumeric	Contains the field contents in error. Field content is truncated after 50 characters. In some cases this field may contain a message instead of field contents. "MSG" will prefix this message.
15		Type Field Error	154	2	Alphanumeric	Values: D, F, N, P, T, X, , A1, A2, A3, A4, A5, A6, A7, A8, A9, or V1 Space = not field error See Appendix C of the MAT User Guide for associated message.
16		Type Mandatory Error	156	2	Alphanumeric	Values: K, S, V, Z, V2, V4, OR 2 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
17		Transmission Record Count Error	158	2	Alphanumeric	Values: E, Q, R, W, VO, V3 or V7 or V1 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
18		Site Reported Count	160	6	Numeric	If field 17 contains "E" or "Q," this will be the site reported value.
19		MAT Calculated Count	166	6	Numeric	If field 17 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in VCHHR contains the number of vouchers (MAT30s) in this transmission. If the site reports 20 MAT30s and the MAT counts only 19 MAT30s, then field #18 in this record (VCHER) will contain 20 and field #19 will contain 19.)

VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
20		Error Message Text	172	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in an Appendix of the MAT User Guide.

VCHTR Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	SprintMail Value: "Processing Mailbox ID: @*@"
2	M		Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The format is 'TRACMnnnnn'
3	M		Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5 positions are the HUD assigned number. (Formerly Mailbox ID) The format is 'TRACMnnnnn'
4			Record Identifier	48	5	Alphanumeric	Value: "VCHTR"
5			Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date (MMDDYYYY)	The date stamp of the original transmission to which these error records apply.
8			Original Time Stamp	73	6	Time (HHMMSS)	The time stamp of the original transmission to which these error records apply.
9			Error Date Stamp	79	8	Date (MMDDYYYY)	The date stamp of this transmission.
10			Error Time Stamp	87	6	Time (HHMMSS)	The time stamp of this transmission, not the actual time transmission occurred.
11			OA Defined Data	93	20	Alphanumeric	The same value as contained in the VCHHR field #6.

VCHTR Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12			Sender Name	113	15	Alphanumeric	Sender's name.
13			Sender Street Address	128	20	Alphanumeric	Sender's address.
14			Sender City Name	148	15	Alphanumeric	Sender's city.
15			Sender State	163	2	Alphanumeric	Sender's state.
16			Sender Zip Code	165	5	Numeric	Sender's zip code.
17			Total Number Error Records	170	6	Numeric	The total number of type VCHER records sent.
18			Total Number of Field Errors	176	6	Numeric	The total number of field edit errors.
19			Total Number of Mandatory Errors	182	6	Numeric	The total number of mandatory field errors.
20			Total Number of Record Count Errors	188	6	Numeric	The total numbers of record count errors.
21			OA Software Vendor	194	20	Alphanumeric	Name of the software product used by the OA to create this submission.
22			OA Software Release/Version	214	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
23			CA Software Vendor	224	20	Alphanumeric	Name of the software product used by the CA to create this submission.
24			CA Software Release/Version	244	10	Alphanumeric	Mandatory for CA or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this submission.
25			Agency Defined Data	254	20	Alphanumeric	Data defined by CA or other entities receiving submissions and forwarding them to TRACS.

VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	Sprint Header "Processing Mailbox ID: @*@."
2	M		Sender's Telecom Address	28	10	Alphanumeric	The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The format is 'TRACMnnnnn'
3	М		Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The format is 'TRACMnnnnn'
4			Record Identifier	48	5	Alphanumeric	Value: "VCHVC"
5			Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.C." TRACS Release = 2.0.2. TRACS Version = C
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these record counts apply.
8			TRACS Date Stamp	73	8	Date	MMDDYYYY - The date stamp of this transmission
9			Original MAT 30s Passing MAT	81	5	Numeric	The number of original MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
10			Correction MAT30s Passing MAT	86	5	Numeric	The number of correctional MAT30s that survived the MAT edit and were passed on to the Voucher Batch system

VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11			MAT31s Passing MAT	91	5	Numeric	The number of MAT31s that survived the MAT edit and were passed on to the Voucher Batch system
12			Original MAT 30s Submitted to MAT	96	5	Numeric	The number of original MAT30s (Voucher Id is (9-filled) that passed the transmission edit and were submitted to the MAT edit.
13			Correction MAT30s Submitted to MAT	101	5	Numeric	The number of correctional MAT30s (Voucher Id is < 999999999) that passed the transmission edit and were submitted to the MAT edit.
14			MAT31s Submitted to MAT	106	5	Numeric	The number of MAT31s that passed the transmission edit and were submitted to the MAT edit.

Appendix H

Calculation Guidance

The purpose of this Appendix is to establish standard methodology for key calculations involving certifications and vouchers. All software vendors (including software developed in-house) are expected to implement these algorithms. As a result, calculation differences between site, CA, and TRACS software should largely disappear. It is possible that, in **rare** situations, a calculation done on one hardware architecture using a specific compiler and floating point library will differ slightly from that done on another architecture, compiler, and library with the result that a rounded result will be different by \$1. If, on investigation, it is determined that the specific difference is due to one of these circumstances, the site submitted value should be accepted by CAs and TRACS in accord with previously stated guidance from HUD. However, such situations should be seen very rarely.

An example of such a result would be a value that calculates to 1.4949 on one machine and to 1.4950 on another. The first value becomes 1.49 and rounds to 1. The second becomes 1.50 and rounds to 2.

Implementation timeline: Vendors are expected to implement any necessary changes in their software for their TRACS 2.0.2.C releases. During the transition to 2.0.2.C, CAs should accept either existing or updated calculations that differ by no more than \$1 from the 2.0.2.C algorithms.

Certifications

Changing Algorithms

When changing algorithms for calculating rent and assistance along with supporting values, it is important that software vendors ensure that certifications already billed for and/or sent to TRACS do not change without being formally corrected. For example, if a gross rent change or unit transfer occurs, it is essential that the previously submitted values for TTP and Tenant Rent do not change and that only increases or decreases due to the GR or UT are applied. This standard may require vendors to maintain two sets of algorithms for a transition period.

Gross Rent Changes and Unit Transfers

Applying a gross rent change is not simply a matter of changing the assistance by the amount of the difference between the old and the new rent. The complete set of calculations outlined below under the heading **Tenant Rent Algorithms** should be completed, plugging in changed values for rents and utility allowances. For example, in Rent Supplement the TTP is the greater of 30% of monthly adjusted income or 30% of gross rent. In some cases, raising the gross rent will cause the tenant's TTP to increase.

In Section 236, a gross rent change will affect tenant rent for those paying basic rent or slightly above basic.

Where a household is subject to noncitizen rule proration, the need to recalculate is even more obvious. A given rent increase will almost always affect the tenant rent—not just assistance.

Similar examples exist for unit transfers to units with different rents and/or utility allowances.

The new policy of rejecting certifications with \$0 assistance will help eliminate a class of common errors. Often a gross rent change, say for \$10, for a tenant with \$0 assistance is submitted as a \$10 subsidy increase from \$0 to \$10. Under the new model, such a tenant would be considered a Market renter. No subsidy is involved and a gross rent change would simply increase the rent the tenant is paying. If the rent change would result in the tenant now qualifying for subsidy, a termination from Market and an initial certification to subsidy should be done.

Handbook Rules

Appendix 8 of Handbook 4350.3 Rev. 1 gives explicit guidance on calculation methodology. The rules presented there can be summarized as follows:

When rounding to the nearest dollar, round up at 0.50 and down at 0.49.

Intermediate calculations (those that are not submitted in a field in a MAT record) should be calculated to a higher precision but then rounded to the nearest penny.

In a series of calculations, any result submitted in the MAT is rounded to the nearest dollar and the dollar value used in the remaining calculations.

Calculations should be done in steps—not together.. The example is given where 30% of monthly adjusted income is calculated. This is not implemented as ((Adjusted / 12) * .3) but rather as multiple steps:

Adjusted Income/ 12

Round the result to the nearest penny to get Monthly Adjusted.

Monthly Adjusted * .3

Round the result to the nearest penny to get 30% of Monthly Adjusted.

Note: Appendix 8 does not address the rounding of negative numbers. We are adopting the convention of rounding the absolute value of a number where applicable and then restoring the sign. For example, -36.5 becomes -37. This is the equivalent of ignoring sign in intermediate calculations and then restoring it for the final result.

For the purpose of standardization, all financial calculations should be done to a minimum of 4 decimal places (0.0000) prior to rounding to the nearest penny.

Tenant Rent Algorithms

The variables feeding into rent calculations are: Total Assets, Total Income from Assets, Imputed Income from Assets, Asset Income, Annual Income Amount, Adjustments to Income, Adjusted Income Amount, Contract Rent, Basic Rent, Utility Allowance, Gross Rent, Welfare Rent, and Market Rent. From these, Total Tenant Payment, Tenant Rent, Utility Reimbursement, and Assistance Payment Amounts are calculated as applicable for each subsidy type.

Assets

Each asset should be stored as a value rounded to the nearest dollar. The rounded values are what are reported in a MAT file and used in other calculations.

Income from each asset is reported as a value rounded to the nearest dollar. When calculating an asset income by multiplying its value by an interest rate, follow the Handbook Rules above. In other words, multiply the unrounded asset value by the interest rate, round the result to the nearest penny, and then round to the nearest dollar.

Total Assets and Total Income from Assets are the sums of the individual rounded asset values and asset incomes. There should never be a discrepancy between the sums of the values and the reported totals.

Imputed Income from Assets is calculated by multiplying the applicable HUD Passbook Rate (Reported Passbook Rate Percent) by the Total Assets value if it is greater than \$5,000. The result should be rounded to the nearest penny and then to the nearest dollar.

Income

Each income should be reported as a value rounded to the nearest dollar. The rounded values are what are reported in a MAT file and used in other calculations.

The handbook gives two conflicting rules for calculating the annual value of hourly income. Handbook paragraph 5-5.B has you multiply an hourly rate by the number of weeks worked per year (a rounding to the penny and then to the dollar should be assumed). Appendix 8 has you multiply the hourly rate by the number of hours in the week; round to the penny; then multiply by the number of weeks; and finally round to the penny and then to the dollar. Housing has been asked for guidance on this issue. In the meantime it is probably best to rely on the body of the handbook rather than on the appendix.

The various income totals on the 50059 facsimile (Total Employment Income, Total Pension Income, Total Public Assistance Income, Total Other Income, and Non-Asset

Income) are the sums of the appropriate values. There should never be a discrepancy between the sums of the underlying values and the calculated totals.

Adjustments

Unlike incomes and assets, the expenses used in adjustment calculations are calculated and stored to the nearest penny. Only the appropriate totals are rounded to the dollar.

Adjustments should be calculated in the order they appeared on the old 50059: Allowance for Dependents, Child Care (Work), Child Care (School or Look for Work), Disability, Medical, Elderly. The key dependencies are Child Care (Work) before, Disability, before Medical.

See Handbook paragraph 5-10 for details.

TTP, Tenant Rent, and Assistance

While Section 8, RAP, PAC, and PRAC use very similar methods for determining rent, there are differences. As a result Section 8 is presented alone; RAP and 202 PACs are presented together; and PRACs are presented together.

Noncitizen rule prorations apply only to Section 8, Rent Supplement, RAP, and Section 236. See Noncitizen Rule Proration below.

Below are examples of calculations for each subsidy type.

Section 8

Annual Income	18400	
Total Allowances	5240	
Adjusted Income	13160 Annua	al Income - Total Allowances
	(May	not be less than 0)
Welfare Rent	155	
Minimum Rent	25	
Contract Rent	400	
Utility Allowance	34	
Gross Rent	434 Contra	act Rent + Utility Allowance
Market Rent	NA	
Monthly adjusted income	1096.6667	Adjusted Income / 12
	1096.67	Round to the penny
30% of monthly adjusted	329.0010	Monthly Adjusted * 0.30
	329.00	Round to the penny

Monthly gross income	1533.3 1533.3		Annual Income / 12 Round to the penny
10% of monthly gross	153.33 153.33		Monthly Gross * 0.10 Round to the penny
TTP Calculation	329.00	Greate welfaı	er of 30% of adjusted, 10% of gross,
Calculated TTP	329		to the dollar
Apply Min Rent	329	Greate	er of minimum rent or Calculated TTP
TTP	329	Lessei	r of the above and Gross Rent
No Minimum	Rent F	vcentio	n
Subsidy/Assistance	105	-	Rent - TTP
Tenant Rent	329	TTP	
	34	3	
	295		
	295 0		t Rent Reimbursement
If a Minimum	Rent E	Exception	on Applies
Subsidy/Assistance	105	-	Rent - TTP
Tenant Rent	329	TTP	
	34	-	Allowance
	295	TTP-U	
	295		t Rent
	0	Utility	Reimbursement

Noncitizen rule--Use Exhibit 3-12 or 3-14 (see below) to do the proration if applicable.

RAP and Section 202 PAC

Annual Income Total Allowances Adjusted Income	1234 1111 123	Annual Income - Total Allowances
		(May not be less than 0)
Welfare Rent	0	
Minimum Rent	NA	
Contract Rent	400	
Utility Allowance	67	
Gross Rent	467	Contract Rent + Utility Allowance
Market Rent	NA	•

10.2500 10.25		Adjusted Income / 12 Round to the penny	
3.0750 3.08		Monthly Adjusted * 0.30 Round to the penny	
102.8333 102.83		Annual Income / 12 Round to the penny	
10.2830 10.28		Monthly Gross * 0.10 Round to the penny	
10.28		er of 30% of adjusted, 10% of gross,	
10		to the dollar	
10	Lesser	of the above and Gross Rent	
457	Gross	Rent - TTP	
10 67 -57 0 -57	TTP-U		
	10.25 3.0750 3.08 102.83 102.83 10.28 10.28 10 10 457 10 67 -57 0	3.0750 3.08 102.8333 102.83 10.2830 10.28 10.28 Greate welfar welfar Round 10 Lesser 457 Gross 10 TTP 67 Utility -57 TTP-U 0 Tenant	

Noncitizen rule—For RAP only, use Exhibit 3-12 or 3-14 (see below) to do the proration if applicable.

202/811 PRAC

Total Allowances	34690 480 34210	Annual Income - Total Allowances (May not be less than 0)
Welfare Rent	200	
Minimum Rent	NA	
Contract Rent	400	Operating Rent - Utility Allowance
Utility Allowance	34	
Operating Rent	434	
Market Rent	NA	

Monthly adjusted income	2850.8333 2850.83		Adjusted Income / 12 Round to the penny	
30% of monthly adjusted	855.2490 855.25		Monthly Adjusted * 0.30 Round to the penny	
Monthly gross income	2890.8333 2890.83		Annual Income / 12 Round to the penny	
10% of monthly gross	289.08 289.08		Monthly Gross * 0.10 Round to the penny	
TTP Calculation	855.2		er of 30% of adjusted, 10% of gross,	
Calculated TTP	855		re rent d to the dollar	
Subsidy/Assistance	-421	Opera	ating Rent - TTP (May be negative)	
Tenant Rent	855 34 821 821 0	TTP-i Tenar	y Allowance UA nt Rent y Reimbursement	
Rent Supplement				
Annual Income	11097	,		

Annual Income Total Allowances Adjusted Income	11097 480 10617	Annual Income - Total Allowances
		(May not be less than 0)
Welfare Rent	NA	
Minimum Rent	NA	
Contract Rent	400	
Utility Allowance	34	
Gross Rent	434	Contract Rent + Utility Allowance
Market Rent	NA	
Monthly adjusted income	884.75	00 Adjusted Income / 12
-	884.75	Round to the penny

30% of monthly adjusted	265.4250	Monthly Adjusted * 0.30		
	265.43	Round to the penny		

265.43 Round to the penny

30% of Gross Rent 130.2000 Gross Rent * 0.30

130.20 Round to the penny

10% of Gross Rent 43.4000 10% of Gross Rent

> 43.40 Round to the penny 43 Round to the dollar

At MI or IC, assistance may not be less than 10% of gross rent

TTP Calculation 265.43 Greater of 30% of Monthly Adjusted,

30% of Gross Rent

Calculated TTP 265 Round to the dollar

TTP 265 Lesser of TTP and Gross Rent

Gross Rent - TTP Subsidy/Assistance 169

Tenant Rent 265 TTP

> 34 **Utility Allowance**

231 TTP-UA

231 Tenant Rent 0 **Utility Reimbursement**

Noncitizen rule--Use Exhibit 3-12 or 3-13 (see below) to do the proration if applicable.

Section 236

Annual Income 11097 Total Allowances 480

Adjusted Income 10617 Annual Income - Total Allowances

(May not be less than 0)

Welfare Rent NA Minimum Rent NA Basic Rent 400 Utility Allowance 34 Gross Rent NA Market Rent 500

Without Utility Allowance

Monthly adjusted income 884.7500 Adjusted Income / 12

> Round to the penny 884.75

30% of monthly adjusted 265.4250 Monthly Adjusted * 0.30

Round to the penny

Tenant Rent Calculation 400.00 Greater of 30% of monthly adjusted or Basic Rent

400 Round to the dollar

Tenant Rent 400 Lesser of the above and Market Rent

With Utility Allowance

Monthly adjusted income 884.7500 Adjusted Income / 12 884.75 Round to the penny

30% of monthly adjusted 265.4250 Monthly Adjusted * 0.30

Round to the penny

25% of monthly adjusted 221.1875 Monthly Adjusted * 0.25

221.19 Round to the penny

Tenant Rent Calculation 400.00 Greater of 30% of adjusted, 25% adjusted,

Basic Rent

400 Round to the dollar

Tenant Rent 400 Lesser of the above and Market Rent

Noncitizen rule--Use Exhibit 3-13 (see below) to do the proration if applicable.

BMIR

Annual Income 25000 Total Allowances NA Adjusted Income NA Welfare Rent NA Minimum Rent NA **BMIR** Rent 400 Utility Allowance NA Gross Rent NA Market Rent NA **BMIR Income Limit** 48000

Tenant Rent At MI or IC 400 If Annual Income <= BMIR Income Limit pay

the BMIR Rent. Else Do Not Admit

110% of the BMIR Limit 52800 Note: This will always be a whole number

being 110% of a number that is rounded to

the nearest \$50

440.0000 110% of BMIR Rent

440.00 110% of BMIR Rent rounded to the penny 440 110% of BMIR Rent rounded to the dollar

Tenant Rent At Recert 400 If Annual Income <= 110% of the BMIR

Income Limit pay the BMIR Rent. Else pay 110%

of the BMIR Rent

Noncitizen Rule Proration

Exhibit 3-12 (Section 8, RAP, and Rent Supplement not in a 236 project)

All fields are whole dollar amounts with the exception of #5 and #6. These values should be rounded to the nearest penny after calculation. The value in #8 is obtained by subtracting #6 from #7. The result is then rounded and reported to the nearest dollar.

Exhibit 3-13 (Section 236 without the benefit of additional assistance)

All fields are whole dollar amounts with the exception of #5 and #6. These values should be rounded to the nearest penny after calculation. The value in #7 is obtained by adding #2 and #6. The result is then rounded and reported to the nearest dollar.

Exhibit 3-14 (Section 236 with the benefit of additional assistance: i.e. tenants receiving Section 8, RAP, or Rent Supplement in a Section 236 property)

All fields are whole dollar amounts with the exception of #5, #6, #10, #11, and #13. These values should be rounded to the nearest penny after calculation. The value in #15 is obtained by subtracting #14 from #13. The result is then rounded and reported to the nearest dollar. The value in #16 is #11 minus #14 when applicable. The result is rounded and reported to the nearest dollar.

Note: The instructions for #9 say to subtract #2 from #1. This should say to subtract #8 from #7.

Calculating Income Limits for families with more than eight members

From the HUD FY 2004 HUD INCOME LIMITS BRIEFING MATERIAL

Family Size Adjustments

The statutory guidance governing income limits requires that income limits are to be higher for larger families and lower for smaller families. The same family size adjustments are used for all income limits. They are as follows:

Number of Persons in Family and Percentage Adjustments

1	2	3	4	5	6	7	8
70%	80%	90%	Base	108%	116%	124%	132%

Income limits for families with more than eight persons are not included in the printed lists because of space limitations. For each person in excess of eight, 8 percent of the four-person base should be added to the eight-person income limit. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) Income limits are rounded to the nearest \$50.

Example: Calculate the 11 person limit where the 4-person limit = 22900 and the 8-person limit = 30250.

8% of the 4-person limit = 1832 3 * 1832 = 5496 30250 + 5496 = 35746 Rounded result = 35750

Note: Do not multiply 156% times the 4-person limit. In the example, the result would be 35724. This value rounds to 35700—a difference of \$50.

Vouchers

Adjustment Calculations

Existing handbook guidance on partial month adjustments is consistent with the rules stated above for certification calculations. The examples shown calculate a daily rate to four decimal places and then round to the nearest penny.

Calculating partial-month occupancies.

The owner must calculate partial-month occupancies by:

Dividing the monthly assistance amount by the actual number of days in the month; Rounding the result to the nearest \$0.01 (i.e., round up at \$0.005) (e.g., \$1.645 becomes \$1.65); and

Multiplying the result by the actual number of days the tenant lived in the unit. The owner must round the result of the multiplication above to the nearest whole dollar. The owner will round up starting at \$0.50.

Guidelines for adjustments.

A Unit Transfer may involve two adjustment calculations. The end of subsidy in the old unit (Unit Transfer-Out) has an effective date one day earlier than the effective date of

the unit transfer. The start of subsidy in the new unit (Unit Transfer-In) is as of the effective date of the unit transfer.

All adjustments are done from the effective date of the certification action forward to the earlier of the following:

The date of the voucher on which the adjustment is being reported; or

The effective date of the next certification in the historical chain of certifications.

If the action causing the adjustment affects a subsequent certification or certifications in the chain of certifications, then the owner must correct the subsequent certification(s) and calculate the adjustment(s) related to that certification(s).

On the voucher, report each adjustment calculated. Do not simply report a grand total adjustment related to the action causing the adjustment. Reporting each adjustment calculated will result in a detailed audit trail for Contract Administrators and HUD.

Calculate daily subsidy by dividing by the number of days in a month. Round the daily subsidy to the nearest \$0.01.

If an action generates an adjustment involving two partial months, each partial month adjustment would use the daily subsidy calculated using the number of days in that month. An adjustment could use two different daily rates.

The handbook guidelines have been interpreted in different ways in a number of situations. The guidance below is intended to provide consistency of interpretation and implementation. In particular the handbook advice not to report a grand total adjustment was originally intended to mean (for example) that a Gross Rent Change adjustment that affected multiple certifications should not be reported as a single lump sum including the changes related to each certification affected. Such situations should be broken down into a single adjustment for each transaction affected.

The general philosophy behind the rules stated below is to eliminate special cases as much as practical and to allow for a relatively straightforward implementation in software where a single function with a small number of parameters can be used for all cases.

In Transactions:

Move-ins, initial certifications, and unit transfer ins all involve starting subsidy in a unit/household combination where subsidy did not already exist. In transactions typically involve a change from \$0 subsidy in a unit for a tenant to a non-zero value. In transactions effective on the first of the month always result in a full month's subsidy being earned

Out Transactions:

Move-outs, terminations, and unit transfer outs all involve ending subsidy in a unit/household combination. Out transactions typically involve a change from a non-zero subsidy to \$0 in a unit for a tenant. Out transactions effective on the first day of the month always result in a full month's subsidy being returned. Out transactions effective on the last day of the month always result in one day's subsidy being returned.

Subsidy Changes:

Corrections and Gross Rent Changes along with annual and interim certifications typically (but not always) involve changes in subsidy. In other words, one part of the adjustment does not involve a 0 value.

How do In and Out transactions differ for adjustment purposes?:

An in transaction, by definition, is reporting a new unit/tenant/subsidy combination. There should be no future transactions in the database involving that same unit, tenant, and precise subsidy/contract. A corrected in-transaction, on the other hand will often find other certifications in the database effective after it.

An out transaction will often be transmitted after a transaction for the same unit/tenant/subsidy that was transmitted and paid on an earlier voucher. For this reason, an out transaction must both adjust for and delete any future (relative to the out effective date) transactions involving the same unit, tenant, and subsidy. This leaves the transaction history clean for a subsequent in transaction.

How should subsidy changes be adjusted?

For partial month adjustments, do not prorate the difference. Calculate the partial month value using the old amount, round to the dollar, and then calculate the value for the new amount and round it to the dollar. Adjust for the difference between the two values..

For full months, simply adjust for the difference in the two amounts.

How should a UT adjustment be reported?:

The UT-Out and UT-In adjustments should be calculated separately and each rounded to the nearest dollar.

What to do when a single adjustment both starts and ends with a partial month:

Example: A 5/17 MO was processed on last month's voucher. This month, a 4/12 GR is processed. The GR will have a partial month adjustment for April and a partial month adjustment for May.

We do not yet know what Housing's ruling will be on the issue of presenting an adjustment spanning more than one month. It could be presented as a lump sum for the adjustment period or it could be presented as a single adjustment for each month affected. To allow for both possibilities and to be consistent with other handbook guidance and recommendations in this appendix, each of the partial month adjustments should be calculated according to the usual rules and then rounded to the nearest dollar. If reporting lump sum adjustments, do not sum the adjustments for the two partial months and then round to the dollar—always round before summing.

What to do when two or more adjustments for the same household appear on the same voucher?:

For the sake of consistency with guidance above, treat each adjustment as independent and round each one to the dollar. Do not keep each adjustment to the penny, sum the adjustments, and then report a single total rounded to the dollar.

How to deal with chains of adjustments:

If a series of transactions have been reported, process them in effective date order. Each adjustment should stop with the effective date of any certification reported on an earlier voucher.

What should be done when two transactions, each involving a partial month adjustment, are reported on the same voucher?:

Example: There is a 1/1 AR in TRACS. On the 6/1 voucher a 4/13 UT is reported along with a 4/23 GR. Assume that the UT was processed first and the GR second. In cases such as this the most accurate adjustments will result if each of the current voucher month transactions is dealt with in order of effective date and ignoring any current transactions effective after it. In this case, the UT out would adjust based on the AR subsidy and would adjust forward to the end of May. The UT-In adjusts from 4/13 to 5/31 and ignores the GR. The GR adjusts based on the UT-In subsidy and forward to 5/31.

Note: If the GR had been processed prior to the UT, the GR would be based on the old unit's rent. When the UT is done, a new GR, based on the rent in the new unit, should be processed and transmitted. The original GR should be ignored during the adjustment process. The complications caused by scenarios such as this are yet another reason for processing as many transactions as possible after the fact rather than before.

Implementation issues:

The question arises concerning what to do, after implementation of these guidelines, when a certification is corrected that was originally adjusted using other methodology. There are three possibilities:

- 1. Ralculate the old adjustment using the old methods and calculate the new one using the new rules.
- 2. Pretend that the old adjustment was done using the new methods and proceed as you would when correcting a certification that was adjusted using the new methods.
 - 3. Calculate the changed adjustment using the methods in place prior to 2.0.2.C.

The recommendation is to use #2 as it is the only one that should result in common results for both site and CA software. This should eliminate a large number of manual adjustments. However #2 may cause a burden on accounting software at the site level.

Summary:

When working with transactions affecting a voucher, start with those with the earliest effective date and work forward.

Adjustments should not cross transaction boundaries. In other words, an adjustment starts with a certification transaction and goes to the day before the next previously reported certification transaction (any transaction that has been reported for a prior voucher).

Each adjustment is calculated and rounded to the nearest dollar.

Appendix I

MAT15 Address Record Specification

This Appendix contains most of the text from the TRACS 2.0.1.A Address Record Specification and a note on renumbering units from the 2.0.1.B specification. It is being reproduced primarily for the background information that it contains.

Note: The 2.0.1.A specification refers to unit address loads and unit address changes as two separate transaction types. These two functions have been combined in 2.0.1.B and later. Refer to the current MAT Guide for the correct values to use for Transaction Type.

February 28, 2000

The HUD Real Estate Assessment Center (REAC) requires data from TRACS that TRACS does not currently collect. Initially, two REAC applications require addresses from TRACS. The Tenant Assessment SubSystem (TASS), formerly known as TEVS, includes an income verification application that requires tenant addresses for mailing income discrepancy letters directly to each tenant. This is a confidentiality requirement imposed by the Social Security Administration when disclosing W-2 data. Another REAC application, Resident Satisfaction Assessment SubSystem (RASS), conducts tenant satisfaction surveys. RASS requires unit addresses for mailing survey forms to the occupants of units selected by their sampling technique. Although similar, TASS and RASS have slightly different address requirements. TASS requires the tenant's mailing address, whereas RASS requires the unit's mailing address.

REAC required tenant addresses before October 1999. They used various sources to collect these addresses including address files the owners and management agents (OAs) have been asked to voluntarily submit to REAC. Starting with the initial TRACS address load in February 2000, TRACS will be the address repository for REAC and other entities that require unit and tenant addresses.

The OAs are to start submitting address data to TRACS no later than February 2000. An initial load procedure is being encouraged to expedite building the TRACS address database. TRACS Release 201A is currently scheduled for implementation on February 18, 2000. After May 1, 2000, (re)certifications, move-outs and unit transfers submitted to TRACS will be rejected if the units they reference have no address in the TRACS address database.

The REAC requirements call for adding a new MAT record format and modifying existing MAT records. TRACS is including the capture of some of the data elements from the Handbook 4350.3 CHG-27. Since address collection and maintenance is the primary objective of Release 201A, TRACS is focusing on implementing those functions by February 2000. The revised codes will also be implemented on February 2000. The additional data elements will be collected by TRACS and the functionality associated with those data elements will be implemented by February 2000.

The ability of an owner to combine upon renewal multiple Section 8 contracts expiring in the same fiscal year creates a disconnect between certifications submitted under the superseded contract number and the voucher submitted under the surviving contract number. A workaround has been used to keep the certifications associated with the appropriate voucher. It requires the OA to submit a termination under the superseded contract number and an Initial Certification under the surviving contract number. Release 201A will handle this association automatically. If an OA continues to use the workaround procedure, it will be recognized by TRACS, but it will not be required by TRACS.

I. BACKGROUND

A. Unit Identification Problem

Consistent unit identification has been a persistent problem for TRACS and the Industry in general.

- There is no standard or universally enforceable unit numbering format.
- HUD requires a unique unit number within a project, but the definition of project is blurred.
- Section 8 HAP contracts are available to projects that have no FHA project number. Consequently, TRACS does not necessarily have a project number available to enforce the "unique unit number within a project" requirement.
- Although a building id was defined as a "future" field in the MAT formats when they were devised several years ago, the field has not been implemented in TRACS. Implementing the building id has the potential for curing some of the unit identification problems, but TRACS cannot coordinate building id with REAC's physical inspection application, activate the building id and implement it in the time frame allotted.

TRACS works with the universe of project-based assistance programs. It includes projects:

- with Section 8 (HAP) contracts but no project number,
- with project numbers but no subsidy contract number (Section 236, BMIR, Rent Supplement and RAP).
- with both project and contract numbers (202/162 PAC, 202 PRAC, 811 PRAC, as well as insured Section 8 HAP contracts), and
- with multiple Section 8 (HAP) contracts in addition to market rent units.

Previously, TRACS and the Industry had agreed upon the concept of allowing TRACS to assign a unique unit number to each unit and returning it to the OA. This has the potential to solve the problem if it is combined with a solution to the optional nature of project numbers for HAP contracts. However, the interest, the opportunity and the resources have not yet materialized simultaneously. Consequently, unit identification will remain cumbersome as the collection of unit addresses commences.

B. Unit Number Format for Submission to TRACS

Input from the Industry has made it clear that the "Unit Number" submitted to TRACS in the MAT records is not necessarily the unit number that would be used by the U.S Postal Service (USPS) to deliver mail to that unit. The unit number currently submitted to TRACS by some OAs is a construct to satisfy the "unique unit number within a project" requirement. Consequently, TRACS is requesting that the Industry submit unit numbers in the MAT "Unit Number" fields following a consistent format adopted as the standard for the project. It could be formatted to meet whatever purpose is important to the OA, such as producing reports in unit number sequence.

Consistency in the "Unit Number" presentation to TRACS is important. TRACS will be matching (re)certification, move-out, termination, and unit transfer transaction "Unit Numbers" to the "Unit Numbers" submitted when the addresses are submitted. If the format is not consistent with the "Unit Number" submitted with the address load transaction, the (re)certification, move-out, termination, or unit transfer will be rejected by TRACS. Gross Rent Changes will not be subject to the unit number edit in Release 201A. If the OA should decide to change the format of their "Unit Number", the addresses previously submitted to TRACS will require maintenance to reestablish the required consistency. "Format consistency" in unit number matching means that the two ten character fields must be identical.

The unit number submitted in the address line of the address load transaction should be the unit number the USPS recognizes.

C. Project Number Submission to TRACS

Address load transactions will require project numbers for the following subsidy types.

- BMIR
- Rent Supplement
- RAP
- Section 236
- 202/162 PAC
- 202 PRAC
- 811 PRAC

Project Numbers will be optional for Section 8, but whenever there is an FHA Project Number associated with the project it should be submitted.

D. Contract Numbers Submitted to TRACS

Address load transactions will require contract numbers for units assisted through HAP, PAC and PRAC contracts.

E. Section 8 Contract Numbers Combined Upon Renewal

- 1. Prior to and including the Initial Address Load
 - The contract number used should be the contract number in effect for the unit at the time of the load.
 - The OA is responsible for ensuring that the contract numbers in their active certifications in TRACS have the contract number that is in effect.

2. After the Initial Address Load

- As contracts are combined, TRACS will effect the contract number changes for the address records.
- Active certifications affected by combining contracts upon renewal will be associated with the effective contract number by TRACS.

F. Tenant Mailing Addresses

TRACS will be collecting and maintaining unit addresses. The unit address will be the default mailing address for the tenant. However, there may be legitimate occasions when the tenant's unit address is not their legal mailing address – the address to which the OA mails notices to the tenant. In those cases where the tenant's legal mailing address is not their unit address, the OA is to submit a tenant mailing address transaction to TRACS. The tenant mailing address submission is in addition to the unit address submission, but it is required only when the tenant's legal mailing address is not their unit address.

G. Tenant Address History

TRACS does not have a requirement to retain address histories for either units or tenants. TRACS will only retain current Tenant Mailing Addresses and Unit Addresses.

II. INITIAL ADDRESS LOAD

A. MAT15 Address Record

The MAT15 Record is a stand-alone MAT transaction. It is used to submit and maintain both unit address and mailing address records. It can also be used to delete addresses that are no longer valid.

1. MATHR Submission

The MATHR, Field 13, is activated in Release 201A. It contains the count of MAT15 Records included in this MATHR submission. Both Unit Address and Mailing Address MAT15s can be submitted in the same MATHR batch.

2. MATHR Submission Recommendation for Initial Address Load Submissions

For the initial address load, TRACS recommends that OAs submit the MAT15s in separate, exclusively MAT15, submissions. This is a precaution to avoid the possibility of having a large batch of address load transactions rejected if a transmission level error is discovered that is unrelated to the MAT15s in the transmission.

B. MAT15 Unit Address Submissions

During the Initial Unit Address Load, OAs are encouraged to submit all of the addresses that they can associate with a HUD approved project number. This has the benefit of populating the TRACS database with all unit addresses, both assisted and unassisted. Whenever, a certification or a unit transfer changes an unassisted unit to an assisted unit, the OA does not have to submit a MAT15 with the certification or unit transfer. Key fields submitted in the MAT15 for Unit Address Initial Load are:

For a unit address load, the First Address Line is required, and it should contain the unit number meeting the requirements for mail delivery by the USPS.

The suggested sequence for submitting the address is:

- Street Number
- Pre-directional
- Street Name
- Street Type
- Post-Directional
- Unit Description (Apt., Ste., Rm., or simply #)
- Unit Number

The USPS postal address standards are available in Publication 28 at the following World Wide Web address:

http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf

C. MAT 15 Tenant Mailing Address Submissions

OAs are to submit tenant mailing addresses during the Initial Address Load. Tenant mailing addresses are only submitted for those tenants whose legal mailing address is not their unit address. OAs are responsible for submitting,

maintaining and deleting tenant mailing addresses.

III. ADDRESS MAINTENANCE

A. Unit Address Maintenance

Unit address maintenance covers:

- Loading unit addresses for (re)certifications and unit transfers as required
- Changing unit addresses
- Deleting unit addresses
- Associating and disassociating tenants with units as the result of moveins, move-outs and unit transfers
- 1. The nature of unit address maintenance depends upon the presence or absence of a project number associated with the unit number. TRACS cannot maintain a unit address that has no project number.

2. Unit Address Load

The MAT15 Unit Address Load is identical to the load transaction described in **II. Initial Address Load**. The Unit Address Load is a standalone transaction. It can be submitted to TRACS in the same transmission as the MAT10 (re)certification or MAT70 unit transfer that it supports.

3. Unit Address Change

The MAT15 unit address change is used to modify an existing unit address record in the TRACS database.

- a) The attributes within the TRACS unit address database that can be modified with the Unit Address Change are:
 - Unit Number (if the number assigned to the physical unit changes or the standard reporting format for the unit number changes)
 - Contract Number

(Note: Contract Number Changes due to contract combinations will be handled automatically by TRACS.)

- First Address Line
- Second Address Line
- Third Address Line
- City Name
- State Code
- Zip-5

- Zip-4
- b) Required Fields for a Unit Address Change:
 - The Required and Mandatory Fields in a Unit Address Change are the same as those in the Unit Address Load
 - Unit Number is the changed unit number. Unit Number is required even it is not the unit number that is being changed.
 - Previous Unit Number is required. This is the Unit Number exactly as it submitted to TRACS in the previous Load or Change for this unit.
 - Address Type for Unit Address Change is "U".
 - Transaction Type for a Unit Address Change is "3".
- c) Project Number and Head of Household Id Code cannot be changed using the Unit Address Change transaction.
 - Project Number changes require Delete and Load transactions. They may be in the same transmission, but a more conservative approach is to submit the delete, wait for the delete acknowledgment, then submit the load.
 - Changes in Head of Household associated with a unit address are effected through MAT10, MAT 40 and MAT70 (Unit Transfer) transactions. If the wrong head of household id code was submitted with the unit during the load, it can be changed using the delete and load sequence.

4. Unit Address Delete

The Unit Address Delete transaction is used to remove unit address records from the TRACS database. OAs should exercise great care in the use of the delete transaction on unit address data. With the exception of those projects without HUD approved project numbers, OAs should attempt to maintain a current inventory of their units with unit addresses in TRACS.

- a) The MAT15 Unit Address Delete Transaction has the following required and MOC fields.
 - Project Number (MOC)
 - Contract Number (MOC)
 - Unit Number (Required)
 - Address Type (Mandatory) with the value of "U".
 - Transaction Type (Mandatory) with the value of "1".

b TRACS will return an acknowledgment for each successful MAT15 Delete transaction via SprintMail.

5. Unit Address Maintenance Performed by TRACS Tenant Transactions (Re)certifications, move-outs and unit transfers will form associations with

the unit address corresponding to the project/contract number(s) and the unit number included in the Tenant transaction. The action performed will be conditioned based upon the presence or absence of a project number in the associated Unit Address record.

- a) MAT10s with Unit Transfers and MAT70 Unit Transfers for addresses without Project Numbers
 - An informational message is generated if the number of the unit, nto which the household is transferring, is not in the database, or a different household occupies it. After the address database is loaded and stabilized, this condition will change to a fatal error after appropriate industry notification.
 - The transaction will delete the unit address of the unit being vacated.
 - TRACS will notify the OA identifying the unit address deleted.
- b) MAT10s without Unit Transfers Submitted for addresses without Project Numbers

A MAT 10 (re)certification will be accepted if the unit number does not have a unit address in the TRACS database, or if a different household occupies the unit number. Until the address database is loaded and stabilized, this condition generates an informational message. After the address database is loaded and stabilized, this condition will become a fatal error.

- c) MAT40 Move-Outs for Addresses without Project Numbers
 - The Contract Number from the certification against which the Move-Out is processed will be used in this determination by TRACS.
 - The transaction will delete the unit address of the unit being vacated.
- TRACS will notify the OA identifying the unit address deleted.
- d) MAT65 Terminations of Assistance for Addresses without Project Numbers
 - The Contract Number in the Certification against which the Termination is processed will be used by TRACS to make this determination.
 - The transaction will delete the unit address of the unit whose assistance is terminated.
 - TRACS will notify the OA identifying the unit address deleted.
- e) MAT10s with Unit Transfers and MAT70 Unit Transfers for

Addresses with Project Numbers

- An informational message is generated if the number of the unit, into which the household is transferring, is not in the database, or a different household occupies it. After the address database is loaded and stabilized, this condition will change to a fatal error after appropriate Industry notification.
- The transaction will vacate the unit address by removing the head of household id code.
- If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unoccupied and unassisted unit.
- f) MAT10s without Unit Transfer Submitted for Addresses with Project Numbers
 - A MAT10 (re)certification will be accepted if the unit number does not have a unit address in the TRACS database, or if a different household occupies the unit number. Until the address database is loaded and stabilized, this condition generates an informational message. After the address database is loaded and stabilized, this condition will become a fatal error.
- g) MAT40 Move-Outs for Addresses with Project Numbers
 - The Project Number from the certification against which the Move-Out is processed will be used in this determination by TRACS.
 - The transaction will vacate the unit address by removing the head of household id.
 - If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unoccupied and unassisted unit.
- h) MAT65 Terminations of Assistance for Addresses with Project Numbers
 - The Project Number in the certification against which the Termination is processed will be used by TRACS to make this determination.
 - If the subsidy type is Section 8, the contract number will be removed converting the unit address to the status of an unassisted unit.

B. Tenant Mailing Address Maintenance

Tenant Mailing Address maintenance covers:

- Loading mailing addresses as required
- Changing mailing addresses

- Deleting mailing addresses
- Disassociating tenants with mailing addresses as the result of moveouts.

Mailing address maintenance is primarily the responsibility of the OA. The only time an OA submits a tenant mailing address is when the tenant's legal mailing address is other than their unit address. TRACS associates a mailing address with the tenant and not the unit that the tenant occupies.

1. Mailing Address Load

The MAT15 Mailing Address Load is identical to the load transaction described in **II. Initial Address Load**. The Mailing Address Load is a stand-alone transaction. It can be submitted to TRACS in the same transmission as other TRACS transactions.

2. Mailing Address Change

The MAT15 mailing address change is used to modify an existing tenant mailing address in the TRACS database.

- a) The attributes within the TRACS mailing address database that can be modified with the Mailing Address Change are:
 - Contract Number
 - First Address Line
 - Second Address Line
 - Third Address Line
 - City Name
 - State Code
 - Zip-5
 - Zip-4
- b) Required Fields for a Mailing Address Change:
 - The Required and Mandatory Fields in a Mailing Address
 Change are the same as those in the Mailing Address Load
 - A Mailing Address Change must match the head of household id code or it will be rejected by TRACS.
 - A Mailing Address Change transaction replaces the mailing address of the tenant identified by the head of household id.
 - Address Type for Mailing Address Change is "M".
 - Transaction Type for an Address Change is "3".
- c) Project Number and Head of Household Id Code cannot be changed using the Mailing Address Change transaction.
 - Project Number changes require Delete and Load transactions.
 They may be in the same transmission, but a more conservative

approach is to submit the delete, wait for the delete acknowledgment, then submit the load.

 Changes in Head of Household associated with a mailing address are effected through the delete and load sequence.

3. Mailing Address Delete

The Mailing Address Delete transaction is used to remove obsolete or erroneous mailing address records from the TRACS database.

- a) The MAT15 Mailing Address Delete Transaction has the following required and MOC fields.
 - Head of Household Id Code (Required).
 - Address Type (Mandatory) with the value of "M".
 - Transaction Type (Mandatory) with the value of "1".
- b) TRACS will return an acknowledgment for each successful Delete transaction via SprintMail.
- 4. Mailing Address Maintenance Performed by TRACS Tenant Transactions

If the head of household identified in the MAT40 Move-out transaction has a mailing address, TRACS will delete it and advise the OA of the action taken.

From the TRACS 2.0.1.B Industry Specification

Renumbering Units

The MAT15 Address Record can be used to renumber the units in the project without submitting a full or partial certification. It cannot be used to transfer a tenant from one unit to another. When the unit number is changed for an occupied unit using a MAT15, the tenant's current certification will be modified to reflect the new unit number. Although this is not a transaction that affects assistance payments directly, it has the potential of adding confusion that could create payment delays. We recommend that all units being renumbered within a project be submitted within the same voucher month to avoid the confusion.

Caution: Remember that TRACS does not retain history on addresses. The unit addresses are the current unit addresses. TASS and RASS is interested in:

- The current address of the unit
- The current mailing address of the tenant

Retroactive certifications should not attempt to reset the current address to a former address. TRACS compares the transaction effective date of the submitted transaction to the latest update date of the unit address. If the unit address date is more recent than the submitted transaction effective date, TRACS assumes that the transaction is retroactive and does not change the unit address.